



## **JOB POSTING**

### **EXECUTIVE ASSISTANT TO THE PRESIDENT MEMBER RELATIONS, ADVOCACY & COMMUNICATIONS**

The **Executive Assistant to the President** is responsible for providing administrative support to the President and Past President of the OMA and for the Spring and Fall Council meetings.

#### **RESPONSIBILITIES AND DUTIES**

- Provides administrative support to the President, managing schedules, arranging appointments and meetings, coordinating incoming/outgoing mail/courier packages, coordinating conference room/off-site meeting venue set-ups and catering, and recording and compiling meeting minutes as required;
- Manages hotel, travel and transportation requirements on a daily basis, and assists in completing the financial reporting after every event, meeting, teleconference, town hall, etc.;
- Tracks/manages and distributes all incoming correspondence, including emails received into the President's inbox for review, and ensures to respond to all requests in a timely manner;
- Provides administrative support to the Manager, Government Relations & Issues; provides back-up support to the Executive Assistant, CEO and support to President Elect and Past President as required.
- Provide support and attend the Spring and Fall Council meetings, as required.

**Education:** Community College Diploma in Office Administration, Secretarial Sciences Program or equivalent

**Experience:** 6-9 years relevant experience; minute taking experience required.

\*Some evening and weekend hours required.

Resumes, including salary expectations, should be forwarded by **December 3, 2018** to [hr@oma.org](mailto:hr@oma.org)

We regret that only those selected for an interview will be contacted.

Ontario Medical Association is an equal opportunity employer. We will accommodate your needs under the Ontario Human Rights Code.