

Mississauga Halton LHIN



The Mississauga Halton LHIN is one of 14 Local Health Integration Networks (LHINs) that have been established and launched in Ontario. The Ontario government has changed the delivery of health care service through the creation of Local Health Integration Networks - community-based organizations that plan, coordinate, integrate and fund health care services at the local level. The Mississauga Halton LHIN includes the municipalities of South Etobicoke, Mississauga, Halton Hills, Oakville, and Milton, and covers approximately 900 square kilometres. While it is one of the most geographically compact LHINs in the province, it is one of the largest LHINs in Ontario based on population, with over one million people residing in the region.

EXECUTIVE ASSISTANT TO THE CEO AND BOARD CHAIR

The Mississauga Halton LHIN is seeking an energetic and diplomatic Executive Assistant to provide executive support to the CEO and Board Chair.

In this role, you will be responsible for coordinating all administrative functions for the Office of the CEO and Board Chair and maintain their demanding calendars, including travel, planning for and organizing meetings and reviewing all incoming correspondence. Your ability to be proactive will ensure both the Chair's and the CEOs commitments to the Minister's Office and the ministry are met in a timely manner. The Executive Assistant is also responsible for Board and Board Committee meetings by preparing agendas, taking minutes and recording decisions and actions. You will use your superior communications skills to liaise with various internal and external stakeholders on behalf of the CEO.

Qualifications: significant experience as an executive assistant (experience in health sector is desirable); demonstrated experience working with Board of Directors and committees and other key stakeholders; superior organizational and coordination skills; advanced computer skills e.g. Word, Excel, PowerPoint, Outlook, & SharePoint; and strong communication and issues management skills. Successful candidates should also have a demonstrated ability to handle stress, tight timelines and a demanding schedule often involving multiple deadlines.

Location: Oakville, ON

Please email your cover letter and resume to mhlhin@hrassociates.ca by February 6th, 2012.

For more information about the LHINs, please visit www.mississaugahaltonlhin.on.ca