



## The Ontario College of Family Physicians

### Job Description

**Job Title:** Executive Assistant  
**Accountable to:** Chief Executive Officer (CEO)  
**Date:** August 2017

The Ontario College of Family Physicians (OCFP) is an organization of 12,300 Ontario family doctors providing patient care across communities in Ontario. The College provides high-quality, evidence-based education for physicians, promotes family doctor leadership and advocates for the vital role family doctors play in Ontario's health-care system in delivering high-quality patient care. As the Ontario chapter of the College of Family Physicians of Canada, we are a critical voice for family medicine in Ontario.

#### Position Summary

The Executive Assistant (EA) provides administrative support to the Chief Executive Officer (CEO). The incumbent is responsible for effectively and efficiently managing all administrative functions on behalf of the CEO including: researching and drafting required information (reports, presentations, financial data); managing/screening requests; anticipating outcomes of requests made to the CEO and redirecting or initiating preliminary action; working on special projects for the CEO; and planning required meetings, events, and travel.

#### Key Responsibilities:

##### Administration

- Manage all incoming communications from internal or external contacts (verbal and written) to determine the urgency, level of attention required and initiates preliminary action.
- Manage the CEO's calendar to maximize time efficiency, to ensure presence at critical meetings and to brief the CEO on engagements as required.
- Create and edit correspondence, reports, presentations, and financial data.
- Track deadlines for business plans and objectives and provide status update reports.
- Support the CEO by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating communications.
- Assist in creating standardized office administrative policies and procedures, monitoring their effectiveness, and acting to implement improvements as required.
- Coordinate travel arrangements and prepare required documentation e.g. itineraries and expense reports.
- Develop and maintain filing systems to ensure the complete and accurate storage of information, compliance with organizational policies and legal requirements.
- Provides administrative support as required to the broader team.

## **Research & Reporting**

- Conduct research, preliminary analysis, and summation of information for CEO reports and projects.
- Review, summarize and prepare briefing notes from documents and reports submitted to the CEO, highlighting the issues of significance and where appropriate, with suggested recommendations for action.
- Prepare expense reports and undertake additional reporting needs as required.

## **Meetings**

- Coordinate meetings for the CEO and prepares/provides the CEO with all information required such as materials, briefing notes or agendas.
- Prepare necessary pre-work for upcoming meetings (completes required work where appropriate, coordinates the efforts of stakeholders involved to carry out pre-work, or sets aside time for the CEO to complete).
- Provide recommendations regarding meetings based on an understanding of the purpose for the meeting, to ensure all the appropriate stakeholders and resources are present.
- Prepare agenda, minutes, and action items from meetings.

## **Special Assignments & Projects**

- Co-ordinates and manages special assignments and projects to support the organization.
- Follows up on projects assigned to management by the CEO to prepare status reports

## **Required Qualifications:**

- College Diploma in Business or Office Administration.
- At least 7 years of senior administrative experience.
- Demonstrated ability to maintain confidentiality and handle sensitive issues appropriately.
- Ability to manage and prioritize multiple priorities simultaneously.
- Strong organizational, prioritization and time management skills.
- Excellent written and verbal communication skills.
- Strong interpersonal skills, diplomacy, collaborative attitude, and sound judgment.
- Comfort in working independently with minimal guidance and oversight.
- Advanced knowledge of Microsoft Word, Excel, PowerPoint, and Windows environments. Experience with MS Project and Adobe Acrobat an asset.
- Accurate typing of 70-80 words per minute, minute-taking, correspondence composition, and preparation.

**All qualified applicants are encouraged to submit their cover letter and résumé to [ocfphr@ocfp.on.ca](mailto:ocfphr@ocfp.on.ca) by 4:00 pm on September 15th, 2017.**