



EXECUTIVE ASSISTANT – BOARD & EMS (One year full-time, contract position)

The Kenora District Services Board (KDSB) is currently seeking to fill the role of Executive Assistant – Board & EMS on a contract basis at its administration office located in Dryden, Ontario. In this role, you will report directly to the Chief Administrative Officer (CAO) and be responsible for providing administrative support for Board of Director meetings and functions as well as the KDSB's Senior and EMS Management teams.

Specific responsibilities relating to the *Board of Directors & Senior Management* include (but are not limited to) maintaining corporate records and filing systems, responding to general Board of Director level inquiries from the public, scheduling appointments and making travel and accommodation arrangements, preparing agendas and packages for meetings, attending Board meetings and recording minutes, assisting in staff training workshops and preparing background materials, and participating in the Board's communication plan execution and related activities.

Specific responsibilities relating to the *EMS department* include (but are not limited to) providing system and database maintenance and audit functions for both the electronic Ambulance Call Report (e-ACR) system and Paramedic certification and training system (HREMS), performing the EMS scheduling activities, and providing administrative support functions for the EMS management team.

QUALIFICATIONS

Qualifications include extensive knowledge of and experience with the MS Office Suite including Access and Publisher; technology skills as they relate to general functionality of hardware and software; superior communication skills to deal tactfully with various levels of internal and external stakeholders; good judgment; and the ability to multi-task, set priorities, and work with a high volume of confidential materials.

The successful candidate will possess a post-secondary diploma/degree in Office Administration or similar and/or a minimum of five years related administrative experience or application software maintenance/support experience, of which at least one year is at an Executive Assistant or Senior Support level. The successful candidate must possess and maintain a valid Ontario Driver's license.

The KDSB offers a salary range for this position between \$47,721 and \$58,526

Interested applicants are invited to submit a cover letter and resume (marked **ADM#12-01**) outlining relevant experience and qualifications on or before Wednesday, February 29, 2012 at 4:30pm to the attention of:

Brianne Pollock, Human Resources Advisor
Suite 1 - 211 Princess Street, Dryden, ON P8N 3L5
E-mail: bpollock@kdsb.on.ca
Fax: (807) 223-6500

Information on the KDSB, along with a copy of this posting, can be obtained at <http://www.kdsb.on.ca>.

While all responses are appreciated only applicants selected for an interview will be contacted.