



**Hospice Waterloo Region**  
**100 Solstice Way, Waterloo, Ontario**  
**[www.hospicewaterloo.ca](http://www.hospicewaterloo.ca)**

*Our Vision: A community where no one experiences an end of life journey alone*  
*Our Mission: We engage our community to inspire, nurture and comfort the human spirit*

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### **Job Posting**

**Position Title:** Executive Assistant  
**Location:** Waterloo Region  
**Reports To:** Executive Director/CEO  
**Position:** Full Time Permanent  
**Application:** Send cover letter & resume to [hospice@hospicewaterloo.ca](mailto:hospice@hospicewaterloo.ca) quoting EA

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#### **POSITION OVERVIEW**

A leader in hospice palliative care service, Hospice of Waterloo Region has opened a new facility, located in North Waterloo, that provides community outreach and residence hospice services to more than 3,500 individuals in our community. The Executive Assistant supports the Executive Director/CEO and the Board of Directors with tact, discretion, and high attention to detail.

#### **POSITION SPECIFIC RESPONSIBILITIES**

- Support for the Board of Directors including coordinating Board and Board committee meetings, creating meeting calendars, organizing meeting setup, recording minutes, maintaining meeting files
- Assisting the Executive Director with scheduling and organizing meetings, preparing reports and presentations, and organizing files and correspondence
- Maintaining master files of board and operational policies
- Managing inventory for business cards, name tags, and printed materials including letter head, etc.
- Maintaining files for contracts and legal documentation
- Creating a schedule for important deadlines and filing requirements
- Supporting documentation of organizational processes
- Managing a variety of office equipment such as copiers, postage machines, etc.
- Ordering office supplies and managing office petty cash
- Managing schedule for archiving and destruction of confidential files
- Member of the Joint Health and Safety Committee and the HWR Social Committee supporting and assisting with organizing staff events

#### **REQUIRED QUALIFICATIONS AND EXPERIENCE**

- Post-secondary degree or diploma in business administration or equivalent program
- Minimum 3-5 years prior experience
- Certification or experience with a variety of office management software including MS Office, SharePoint,

#### **SKILLS AND ATTRIBUTES**

- Strong communication and interpersonal skills
- Highly organized and able to multi-task
- Excellent computer and office equipment skills
- Ability to work in a fast pace environment
- Exceptional time management and problem solving skills

**Please send cover letter and resume no later than 4pm July 16, 2021 to [hospice@hospicewaterloo.ca](mailto:hospice@hospicewaterloo.ca) quoting Executive Assistant.**

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***Hospice Waterloo Region is an equal opportunity employer.***  
***Only those candidates selected for an interview will be contacted.***