



BOUNDARY DISTRICT HOSPITAL

Job Description: Administrative Assistant, Facility Engagement

Reports To: Medical Staff Association (MSA) Executives, Boundary District Hospital

Duration: One Year Contract Position with Option to Renew

Job Summary

Reporting to the MSA Executives, the goal of this position is to provide administrative support to the Boundary District Hospital MSA.

Key Responsibilities and Duties

1. Provide administrative support to the MSA Executives and other assigned engagement activities or Committees.

- Scheduling meetings as required. This includes booking rooms, A/V equipment, and catering requirements.
- Preparing agenda materials (photocopying and emailing) relating to meetings and/or projects, for distribution to meeting participants.
- Taking and transcribing minutes, maintaining accurate records, following-up on decisions made, and ensuring required action is initiated.

2. Provide clerical support:

- Organizing and maintaining electronic files, generating monthly reporting documents.
- Handling inquiries from physicians or health authorities in an efficient and courteous manner, providing explanations and/or redirecting, as appropriate.
- Taking initiative to anticipate, assist, recommend, develop, and maintain administrative and organization processes that support program activities.
- Assisting on assigned projects and research.
- Sorting e-mail and identifying appropriate action or follow up with attached supporting documentation.
- Assisting with preparing presentations, communications, correspondence, maintaining contact lists, and updating filing systems.
- Providing administrative and logistical support for consultants working for the Boundary District MSA
- Performing general office duties as required.



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Skills and Qualifications

- High school graduation supplemented by business and/or secretarial courses equivalent to up to one year of study and/or 1-3 years related experience.
- Able to accurately account and track invoices, claims and financial transactions.
- Support the MSA Executive in its work plan and budget planning process.
- MS Outlook, Excel (high level), Word, and PowerPoint.
- Strong minute taking and transcribing
- Excellent written skills and proven ability to develop clear, concise reports and correspondence (templates provided).
- Ability to effectively organize multiple meetings.
- Organized, resourceful and efficient with attention to detail.
- Strong interpersonal, oral communication and relationship skills.
- Proven ability to multi-task, as the position requires flexibility and adaptability.
- Demonstrated ability to work independently as needed but also as an important member of the team.

Time Commitment & Compensation

This is a contractor position where the services shall require a maximum of 10 hours per month and may be provided during evenings and weekend hours as required by the MSA. Tuesday mornings and weekday lunch hour are also common meeting times.

The MSA will pay between \$30.00-\$40.00 per hour, depending on experience. The hourly compensation will be determined on the annual contract to be signed by the contractor. The contractor may submit an invoice on a monthly, quarterly, or semi-annual basis and receive payment within 30 days of submission.

To Apply

Interested candidates can email their resume and cover letter to facilityengagement.bdh@gmail.com, posting available until filled with expected start date of October 2022. We thank all applicants; however, only those selected for an interview will be notified.