



Surrey Memorial Hospital Medical Staff Association

Administrative Assistant, SHM MSA

Reports to: Board of Directors & Initiative Manager, Surrey Memorial Hospital Medical Staff Association

Duration: One year contract position with option to renew (5-7 hours a week)

Application Deadline: July 31, 2022 - Email applications to engagement@smhmsa.ca

Job Summary

The Administrative Assistant is responsible for providing clerical and administrative support to the Board of Directors, Initiative Manager, and Communications Manager. Most tasks will be performed remotely, but travel to Surrey Memorial Hospital may be required periodically for event management and catering arrangements. Required to be available evenings and weekends.

Key Responsibilities

- Working closely with the SMH MSA team to ensure all meetings, events, and documents are coordinated and prepared efficiently.
- Maintain constructive and professional rapport with FHA Medical Staff via email, phone, and in-person contact.
- Take minutes when required at Meetings. This includes post-meeting edits to minutes and action items as required.

Update and maintain the SMH Google Shared Drive for committees. This includes creating and organizing all pertinent folders and their documents, as well as coordinating folders and documents' locations and G-Drive structure.

Skills and Qualifications

- Knowledge of BC's health care system and experience working with facility-based physicians in hospitals and health authorities would be considered an asset.
- A combination of education and/or 2-plus years' relevant administrative experience.
- Good knowledge of communications and concepts of engagement.
- Excellent relationship management skills to liaise with society executive, physicians, and health authority staff and leadership.
- Excellent organizational, problem-solving, and project management skills.
- Ability to handle a changing work environment, undertake multiple tasks, balance continuous demands, prioritize projects, and meet deadlines.
- Ability to work independently and as a member of a team.