



## Vacancy

**Position Title:** Executive Assistant  
**Current Program:** Project Management, Transformation Office  
**Position Available:** ASAP  
**Position Category:** Temporary, Full-Time (1.0 Full Time Equivalent (FTE), 35 hours per week)  
Up to 19 months (up to March 2027)  
**Reports To:** Chief Transformation Officer, Manager, Project Management  
**Union:** Non-Union  
**Wage:** \$43.31 - \$50.61/hour \**Non-union salary is currently under review*  
**Office(s):** Peterborough, Port Hope or Lindsay with occasional travel between HKNP locations  
**Posting ID:** 25-15039-C

## Position Summary

As a member of the HKNPHU Transformation Office, the Executive Assistant is accountable for providing confidential administrative support to the Chief Transformation Officer and Manager of Project Management supporting merger related transformation projects. As a member of the Transformation Office, the Executive Assistant will support project management duties including the preparation of agendas, recording minutes, project tracking and status reports for both the Transformation Office and the Transformation Steering Committee.

## Duties and Responsibilities

### **Administration**

1. Provide confidential administrative support for the Manager, Project Management, Project Leads and the Transformation Office. This may include but not limited to: preparation and circulation of correspondence and reports; scheduling of meetings; maintenance of filing system; handling sensitive labour relations matters, supporting organizational decision-making and managing confidential organizational data.
2. Arrange and coordinate regular meetings involving Program Directors, Managers, and vendors to ensure the implementation of full integration of programs, programmatic personnel and budget of programs.
3. Prepare and circulate meeting agendas, attend sessions to record confidential minutes, and note action items.
4. Assist with scheduling additional problem-solving or knowledge-sharing sessions as needed.
5. Assists the Manager of Project Management in gathering information, coordinating required material and preparing meetings and other scheduled activities.

**Haliburton Office**  
191 Highland Street, Unit 301  
Haliburton, ON, K0M 1S0  
1-866-888-4577

**Lindsay Office**  
108 Angeline Street South  
Lindsay, ON, K9V 3L5  
1-866-888-4577

**Peterborough Office**  
185 King Street  
Peterborough, ON, K9J 2R8  
705-743-1000

**Port Hope Office**  
200 Rose Glen Road  
Port Hope, ON, L1A 3V5  
1-866-888-4577

6. Supports the preparation of internal documents related to identified transformation projects, including reports, presentations and information packages. Documents actions for Project Management planning and activities.
7. Format and maintain project documents used for analyzing organizational merger projects and capturing recommendations to executives for information or approval.
8. Ensures compliance with governing legislation, Board of Health, and operational policies and procedures.
9. Involved with tracking Transformation Office projects, milestones, roadmaps and deliverables using licensed software.
10. Works with, and has access to confidential legal, labour relations, financial, personnel, and client information and exercises judgement, tact and discretion in preparing, disclosing, and handling information of a confidential and/or sensitive nature.
11. Works closely with and provides back-up to the Executive Assistant to the Chief Transformation Officer/Director of Finance, IT and Property.
12. Performs other duties within the scope of this classification.

### ***Professional***

- Maintains competency in executive administrative support, through attendance at appropriate workshops, seminars and private study.
- Liaises with staff, the Transformation Steering Committee, Project Leads and the Transformation Office, as appropriate.
- Fosters/maintains effective internal communications and responds to requests in a courteous and timely manner.

### ***Financial***

- Completes requisitions as required.
- Supports Manager of Project Management with financial tracking of transformation projects.

### ***Physical***

- Works in a safe manner as required by Occupational Health and Safety legislation.
- Performs work in an environment with occasional exposure to minor and/or little exposure to major disagreeable conditions.
- Does light physical activity of long duration and medium physical activity of intermediate duration.
- Performs work involving almost continuous periods of mental, visual and/or auditory concentration of intermediate duration and/or frequent periods of long duration.
- Detects and works toward eliminating health hazards in all assigned areas.

### ***Qualifications***

#### **Education**

- University degree (preferred) or a minimum of two years post-secondary education or equivalent combination of education and experience, in administration or a related field.

#### **Experience**

- A minimum of five years' administrative assistant experience at a high level of responsibility.

## Skills

- Proficiency with current Microsoft Office (including Excel and project management software), and Internet-based applications
- Demonstrated organization, planning and coordination skills
- Demonstrated ability to compose effective correspondence and summarize complex reports
- Excellent meeting organization and note taking skills
- Excellent organizational and time management skills
- Demonstrates exceptional interpersonal skills and the ability to work under pressure
- Valid Driver's License and access to a vehicle
- Current and satisfactory Criminal Records Check and Vulnerable Sector Check
- Proof of immunizations required by HKPRDHU/PPH

## How to Apply:

- Apply in writing via email to: [jobs@hkpr.on.ca](mailto:jobs@hkpr.on.ca).
- Include your name, the position classification, and the posting ID Example: "**Jane Smith, Safe Water & Vector-Borne Disease Student, 25-15002-C**"
- Attach a single file (doc, docx, or pdf), including your cover letter and resume, which addresses the qualifications noted above.

Haliburton Kawartha Northumberland Peterborough Health Unit is committed to meeting the needs of persons with disabilities under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) Standards. Accommodation will be provided throughout the recruitment process at the request of the applicant.

Please note that only applicants to be given further consideration will be contacted for an interview.

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**Applications to be received no later than:**

Tuesday, August 19, 2025 at 4:30 PM

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