



**Internal & External Posting
Confidential Secretary (Health Services)
Temporary, Full-time**

Posting Date: Thursday, August 1, 2019
Wage: \$ 22.85 to \$26.91 per hour

Closing Date: Friday, August 16, 2019 @ 12:00 NOON
Classification: Non-Union Staff Class NU3

As the District continues to grow and evolve, we have had a **temporary, full-time** opportunity come available for Confidential Secretary in our Health Services department. This role provides office and support services, often relating to confidential or sensitive matters, to senior staff in the Health Services Department.

This job will work a 37.5-hour work week, Monday to Friday.

This contract is anticipated to be up to eight (8) months.

Some responsibilities of the Confidential Secretary will include, but not be limited to:

- Provides administrative support to senior departmental staff including but not limited to: preparing correspondence, processing confidential and/or sensitive information, gathering statistics and information, scheduling resources, maintaining and distributing contact lists and creating agendas and preparing minutes
- Provide coordination and administrative support to Health Services including work with department staff to meet project and program timelines, budgets, and assist in developing new projects.
- Assist with meetings, training and event coordination and implementation.
- Creates and maintains confidential filing system, including legal and financial files
- Work with other agencies through networking and providing support in order to strengthen partnerships and the capacity of health services in Muskoka.
- Other related duties as assigned

The skills, experience and qualifications we are seeking for this job include:

- Graduate of a two (2) year Community College program, specializing in office administration, or equivalent
- Minimum of two (2) years' experience in an office environment.

The Confidential Secretary will be a highly organized individual who is able to communicate effectively and courteously with both internal staff members and external customers. You will be a highly driven professional with strong analytical, technological, problem solving and interpersonal skills that allow you to meet performance objectives. Experience and knowledge of the Health Care sector will serve you well in this position.

If you have the necessary skills, experience and qualifications, please review the **“How to Apply”** instructions on our Website before submitting your application.

[Watch our video](#) to learn more about working at the District!

The District Municipality of Muskoka is committed to meeting its obligations under the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act*. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process.

Any questions regarding this posting should be directed to the Human Resources Department.