Résidence de soins palliatifs Teresa-Dellar

Teresa Dellar Palliative Care Residence

EXECUTIVE ASSISTANT & OFFICE COORDINATOR

3-month contract position

ABOUT THE ROLE

The Executive Assistant & Office Coordinator provides high-level administrative support to the Executive Director and Leadership Team while ensuring the efficient coordination of Board activities, special projects, events, and day-to-day office operations. This role requires exceptional organizational skills, sound judgment, discretion, and the ability to manage competing priorities in a dynamic environment.

KEY RESPONSIBILITIES

Executive and Leadership Support

- Manage and coordinate the Executive Director's calendar, meetings, correspondence, speaking engagements, and travel arrangements.
- Provide administrative support to the Leadership Team, including preparing reports, presentations, and other organizational documents.
- Coordinate meetings, prepare agendas and meeting materials, take minutes, distribute documentation, and track action items.
- Support the Operating and Foundation Boards, including minute taking at Board meetings.

Reception and Office Administration

- Oversee reception operations, including supervising the Receptionist and volunteer reception team, and developing and maintaining reception-related procedures.
- Coordinate office supply orders and technology-related requests in collaboration with the IT provider and internal stakeholders.
- Coordinate vendor invoice tracking and reconciliation, monthly credit card reconciliations, petty cash oversight, and monthly reconciliation of meal ticket sales.

Other Responsibilities

- Participate in additional projects and activities that support the Residence's operational priorities and organizational objectives.

The Ideal Candidate

The successful candidate is proactive, resourceful, and detail-oriented, with the ability to anticipate needs, exercise sound judgment, and maintain confidentiality. They are comfortable managing multiple priorities, coordinating complex activities, and building positive working relationships with employees, volunteers, Board members, and external partners.

GENERAL QUALIFICATIONS:

- Post-secondary education and a minimum of five years of relevant experience in an executive assistant role.
- Strong organizational, planning, and time-management skills, with the ability to prioritize competing demands and work independently.
- Excellent written and verbal communication skills.

- Proficiency in Microsoft Office, including Word, Excel, and PowerPoint.
- Strong attention to detail and the ability to produce accurate, high-quality work.
- Sound judgment, initiative, professionalism, discretion, and diplomacy.
- Ability to work under pressure, adapt to changing priorities, and learn new skills as needed.
- Collaborative approach and demonstrated ability to work effectively with individuals at all organizational levels.

Please send your CV by no later than November 6, 2026, to careers@tdpcr.ca. Thank you for understanding that we are only able to contact those candidates who are selected for an interview.