



## College of Physicians and Surgeons of British Columbia

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## JOB DESCRIPTION

### Administrative Assistant, Registration (5-month contract)

#### POSITION SUMMARY

Reporting to the manager, the administrative assistant completes the application and registration requirements process for applications for independent practice received from residents completing their residency program June 30, 2019. Additionally, the administrative assistant will be required to answer emails, voice mails and telephone calls about registration inquiries.

#### DUTIES AND RESPONSIBILITIES

Duties include but are not limited to the following:

- complete tasks related to applications or registration/licensing for provisional and full applicants for registration
  - manage incoming requests and files for application for registration
    - compile and review required documentation
    - liaise with applicants regarding additional documentation required
    - prepare files prior to registration appointment scheduling
    - review pending applications to determine if any outstanding are ready for licensure, ensuring appropriate contact is made
    - schedule registration interviews for physicians applying for licensure
  - print, file and prepare internal and external documentation related to provisional licensure candidates as required (including Ministry of Health letters and Service Canada letters)
- answer emails, voice mails and telephone calls about registration inquiries
  - provide information in response to registration-related inquiries
  - provide written answers in response to email registration-related inquiries
- perform other related duties as required
  - office support (filing, photocopying, data entry)
  - type routine correspondence
  - assist at the front counter with document citation

## **CONSEQUENCE OF ERROR/JUDGEMENT**

The employee in this position is expected to perform professionally and make proper and sound decisions. The employee has access to a wide range of confidential information, which may be governed by the *Freedom of Information and Protection of Privacy Act (FOIPPA)*, so they must make informed decisions regarding the release of information.

## **SKILLS AND QUALIFICATIONS**

Required skills and qualifications include:

- post-secondary education with training in administrative practices or an equivalent combination of education and experience
- excellent analytical and investigative skills
- ability to interpret, research and apply complex standards to provided information
- medical/surgical terminology an asset
- attention to detail and a high level of accuracy
- demonstrated high level of initiative, time management and organizational ability
- excellent communication skills, both written and verbal
- excellent editing and proofreading skills
- working knowledge of Microsoft Office applications including Word, Access, Outlook, and PowerPoint
- ability to organize and set work priorities
- ability to work both independently and as a team member
- ability to maintain a calm demeanor during busy or stressful times
- ability to exercise good judgment in recognizing scope of authority and protecting confidential information a must
- a background in health care or familiarity with medical language is preferred
- previous experience interfacing with patients or the public is an asset
- strong typing ability required

The College of Physicians and Surgeons of British Columbia has been recognized as one of BC's top employers since 2011 and one of Canada's top 100 employers since 2014. Our goal is to attract, develop and retain highly-talented employees. We offer an excellent working environment, opportunities for personal and professional growth, and a comprehensive benefits package.

All applications for this position must be submitted online at <https://www.cpsbc.ca/about-us/careers>.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.