



College of Physicians and Surgeons of British Columbia

300-669 Howe Street
Vancouver BC V6C 0B4
www.cpsbc.ca

Telephone: 604-733-7758
Toll Free: 1-800-461-3008 (in BC)
Fax: 604-733-3503

JOB DESCRIPTION

Administrative Assistant, Registration (12-month Contract)

POSITION SUMMARY

Reporting to the educational registration and documentation manager, the administrative assistant completes tasks relating to the transfer of data from the College to its external stakeholders; the issuance of certificates of professional conduct; the referral of files to other College departments; and the maintenance of process and procedure manuals, application documentation, and the relevant webpages of the College website. This position will support the team in the completion of annual licence renewal follow-up and registrant compliance with criminal record check requirements. Additionally, the administrative assistant will process the applications for registration and licensure in the administrative class for teaching at the UBC Faculty of Medicine.

DUTIES AND RESPONSIBILITIES

Duties include but are not limited to the following:

- at the request of the information technology department, complete database data corrections for the data transfers to external stakeholders
- complete an initial review, and correct where necessary, all certificates of professional conduct
- submit referrals to the monitoring department on behalf of the certificate of professional conduct team
- coordinate work service requests for the communications and public affairs department
- coordinate the updating of procedure manuals and the regular review and clean up of the file drive
- as policies, processes and fees are changed, coordinate the edits required to the College website, application documents, template letters and other correspondence
- provide support during the annual licence renewal period
- process applications for registration and licensure in the administrative class for teaching at the UBC Faculty of Medicine
- other duties as assigned

CONSEQUENCE OF ERROR/JUDGMENT

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

SKILLS AND QUALIFICATIONS

Required skills and qualifications include the following:

- post-secondary education with training in administrative practices or an equivalent combination of education and experience
- a background in health care or familiarity with medical language is preferred
- medical/surgical terminology an asset
- previous experience interfacing with patients or the public is an asset
- working knowledge of Microsoft Office applications including Word, Access, Outlook and PowerPoint
- excellent editing and proofreading skills
- excellent analytical and investigative skills
- ability to interpret, research and apply complex standards to provided information
- 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
- 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

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.