



College of Physicians and Surgeons of British Columbia

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JOB DESCRIPTION

Administrative Assistant, Registration

POSITION SUMMARY

Reporting to the manager, compliance and assessments, the administrative assistant is primarily responsible for providing administrative support to the entire registration department.

DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to, the following:

- provide administrative support to the registration department, such as:
 - file and retrieve corporate documents, records, and reports for review/interview/sign-off
 - provide general telephone/email assistance by responding to inquiries, and forwarding as appropriate
 - draft and respond to routine correspondence
 - collate and distribute numerous correspondence, either via email or mail
 - generate reports and draft presentations
 - open, sort, and distribute incoming correspondence
 - review lists, check information, and update relevant databases
 - liaise other College departments to update materials, e.g. questionnaires, email notifications, and reminder emails
- provide general support and assist with following up to registrant/stakeholder questions regarding registration and licensure
- lead and/or assist with special projects related to the registration department
- perform other duties as required

DECISION-MAKING

The administrative assistant works collaboratively to support decisions about department procedures, including following College Bylaws and policies. The administrative assistant is also expected to work independently and utilize critical thinking skills to perform their duties.

ACCOUNTABILITY

The administrative assistant works in a fast-paced environment with frequent interruptions and must be able to set work priorities to ensure that deadlines are met. The administrative assistant must have a keen attention to detail and strong written and oral communications skills as this person communicates with all levels of staff within the organization and third-party stakeholders.

CONSEQUENCE OF ERROR/JUDGMENT

The administrative assistant 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:

- high school graduation plus a minimum one year of post-secondary education with training in administrative/secretarial practices or an equivalent combination of education and experience
- demonstrated high level of initiative, time management and organizational ability
- ability to meet deadlines
- experience drafting minutes and correspondence
- excellent communication skills, both written and verbal
- excellent editing and proofreading skills
- attention to detail and a high level of accuracy
- working knowledge of Microsoft Office applications including Word, Access, Outlook, and PowerPoint

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 www.cpsbc.ca/about/careers/employment-opportunities.

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