



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 (Four-month Contract)

POSITION SUMMARY

Reporting to the manager, independent practice registration, the administrative assistant will triage all applications for registration for independent practice and visitors, ensure provisional applicants have met all their requirements in order to proceed with application, send templated emails and general correspondence to applicants, and help with related duties as required.

DUTIES AND RESPONSIBILITIES

Duties include but are not limited to the following:

- triage applications for registration and licensure
 - data entry of file management/assignment details
 - ensure provisional applicants have met all their requirements before proceeding to formal application
 - send template emails/application documents
 - manage monthly statistics
- process applications for registration/licensing for visiting physicians
 - 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
 - print, file and prepare internal and external documentation related to provisional licensure candidates as required (including Ministry of Health letters and Service Canada letters)
- other related duties as required
 - office support (filing, photocopying, data entry)
 - type routine correspondence

SKILLS AND QUALIFICATIONS

Required skills and qualifications include the following:

- post-secondary degree preferred 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 including a hybrid work-from-home/in-office model, 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/careers/employment-opportunities>.

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

The College welcomes all applicants and is dedicated to promoting a diverse, equitable and inclusive environment.