



College of Physicians and Surgeons of British Columbia

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JOB DESCRIPTION

Senior Administrative Assistant, Operations

POSITION SUMMARY

Reporting to the chief operating officer (COO) and supporting the directors of human resources and information technology, the senior administrative assistant provides administrative support to the operations department and the committees that support the department in a well-organized and timely manner.

The ideal candidate will enjoy working on a one-to-one basis on a variety of tasks related to the COO's working schedule. The successful candidate will have the ability to exercise good judgment, and possess strong written and verbal communication skills to handle a wide variety of activities and confidential matters with professionalism and discretion.

DUTIES AND RESPONSIBILITIES

Duties include but are not limited to the following:

Office coordination

- works independently and collaboratively with the COO to support the daily operations of the department
- act as a single point of contact for the COO, responding to general inquiries from staff, registrants (physicians), and members of the public
- provides a channel for smooth communication between the registrar's office, internal departments, and committee members; demonstrating a professional presence to maintain credibility, trust and support with the senior management team and staff
- plans, coordinates and ensures the COO daily schedule is prioritized while keeping the COO apprised of priority issues and activities
- offers organizational and administrative support to the directors of the operations department, working effectively to keep them well-informed of upcoming meetings, and setting reminders for follow-up on action items to ensure completion prior to deadline
- schedules appointments, meetings, conferences, special events and other functions
- coordinates the COO's expenditures, ensuring reimbursement in a timely fashion
- initiates and processes paperwork for travel requisitions, requisitions for payment, honoraria, and expense claims

- maintains the COO's bring-forward system, checking to ensure all relevant material is included so that the COO is prepared for meetings
- maintains office records; defines common filing procedures for the office of the COO
- composes routine correspondence, creating reports, presentations, spreadsheets and other briefs as required
- research advantageous deals with preferred suppliers and vendors
- works on special projects and other tasks as assigned

Committee coordination

- provides confidential administrative support to the Finance and Audit Committee, Human Resources and Governance Committee, and all departmental meetings
- prepares meeting agendas, distributes correspondence, and records minutes for department and committee meetings ensuring decisions and the follow-up actions have been accurately recorded for timely completion
- develops and monitors meeting agenda supportive of various committee-related initiatives and events
- books meeting rooms, invites and confirms attendance of guests, and arranges necessary printing and distribution of handouts, agendas and minutes
- arranges meeting logistics such as informational technology equipment, flipcharts and catering requirements
- maintains discretion and confidentiality in relationships with all committee members
- provides technical and administrative support to committee members when needed

SKILLS AND QUALIFICATIONS

Required skills and qualifications include the following:

- successful completion of grade 12 supplemented by a two-year office administration diploma or equivalent combination of education and experience
- background in health care or familiarity with medical language is preferred
- familiarity with financial terminology an asset
- proven ability to develop effective and trusting relationships with senior management team, Board and committee members, and co-workers
- ability to accurately and efficiently record minutes of meetings in a formal environment
- highly resourceful team player with the ability to also be extremely effective independently
- strong sense of confidentiality, professionalism, tact, diplomacy, and good judgement
- must be flexible in work hours to accommodate operational demands requiring the occasional early morning or later afternoon meetings
- strong working knowledge of Microsoft Word, Excel, Outlook and PowerPoint
- strong verbal and written communication skills

- previous experience writing, editing and proofreading correspondence
- demonstrated ability to multi-task and prioritize, work under pressure, and meet deadlines

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.