

Administrative Assistant to the Coordinators

College of Denturists of Ontario

Job Categories:	Customer Service Event Coordination Member Relations Program / Project Management
Position Type:	Full Time
Job Region:	ON - Metro Toronto Area
Career Level:	Experienced (Non-manager)
Ad Online Since:	01/16/2012
Application Deadline:	03/16/2012

The College of Denturists of Ontario regulates and governs the profession of Denturism in Ontario. The College serves and protects the public interest through measures that include registration qualification, standards of practice, quality assurance and professional ethics.

The College is looking for a full-time Administrative Assistant to the Coordinators for Registration, Quality Assurance, Complaints, Communications and Qualifying Examinations that support the Registrar with the operations of the College.

Role:

- Administrative assistant to the Coordinators.

Qualifications:

- At least 3 years administrative experience with relevant post-secondary education
- Excellent oral and written communication skill, as well as excellent interpersonal relationship skills
- Well-developed organizational and time management skills
- Ability to work independently and within a team environment
- Experience with Microsoft Office
- Knowledge of the Ontario regulated health care systems an asset
- Able to take directions at all times and initiatives when necessary

Responsibilities:

1. Committee Support

- Supports Coordinator in administrative duties as required
- Prepare materials and documents for meetings
- Provide regular updates on the committees' activities to the Coordinator
- Conduct research, prepare issue assessments and otherwise provide the committees with the relevant background information to facilitate effective decision and policy making activities
- Provides administrative support, including minute-taking and tracking action items
- Prepare and file correspondences
- Ensures appropriate tracking of member records
- Assists to ensure up to date information is maintained on the College databases and website.
- Assists to ensure appropriate systems for registration and exam procedures, tracking of complaints cases, publishing discipline outcomes
- Liaises with IT consultants on behalf of the Coordinators
- Prepare communications, reports, and email blasts
- Understand the division of roles and responsibilities of the committee and the staff with independent judgement
- Maintain constructive, collaborative and mutually respectful relations with committee members and other staff, and is responsible for managing committee goals and outcomes

2. Comply with the College Personnel Policies and Procedures

3. Other duties as assigned.

Please include your salary expectations in your cover letter. Salary commensurate with education and experience. This position requires full time attendance at our office, located in Toronto.

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

To apply please send a cover letter and resume to info@denturists-cdo.com.

This position is available immediately and will be filled upon suitable candidate identified.

No phone calls please.

Close