
Executive Assistant & Registration Coordinator

The College of Dietitians of British Columbia was established on November 2, 2002 under the Health Professions Act through enactment of the Dietitians Regulation. Under the Act, the mandate of the College is to protect the BC public by regulating Dietitians to practice safely, ethically and competently.

The College is seeking an individual for a **full-time 1 year contract (renewable with the possibility of becoming permanent)**, with 3-5 years of experience in an administrative position. The College, based in Vancouver, has an excellent and challenging work environment where innovation, teamwork and creativity are highly valued.

The position is responsible for providing support to the College by planning, organizing, coordinating and implementing administrative activities that support the College's function and the Registrar's role, according to established policies and procedures. The successful candidate will work with the Registrar and College staff and interact with external partners including other colleges provincially and nationally.

Qualifications & Skills

- Regulatory organization experience an asset.
- Advanced computer skills with proficiency in Microsoft Office.
- Work at ease with technology and computer software programs.
- Excellent verbal and written communication skills.
- Strong team orientation.
- Ability to plan and manage multiple priorities and deadlines.
- Strong detail orientation and drive for accuracy.
- Skills in organizing and planning.
- Ability to be flexible and adaptable in a fast paced environment.
- Ability to deliver results under pressure and during times of ambiguity.
- Professionalism and good judgement.
- Demonstrated ability to maintain strict confidentiality.

If you are interested in joining our team, please email a cover letter and resume to jbouchard@collegeofdietitiansbc.org.

Application deadline: May 25, 2018
Target start date: Week of June 11 or 18

**Please note that resumes will not be kept on file and only successful candidates will be contacted.*

Job Posting – Executive Assistant and Registration Coordinator

Essential Duties

1. General Office:

- a. Respond to in-person visit, routine telephone, email and written inquiries from the public, registrants, applicants and related organizations.
- b. Prepare and manage all incoming and outgoing mail/email correspondence;
- c. Provide general administrative and office clerical support;
- d. Provide executive support for the Registrar, including meeting preparation;
- e. Manage electronic and hard files according to the document retention policy;
- f. Execute and maintain up-to-date administrative policies;
- g. Order office supplies as required;
- h. Liaise with services providers and assist the Registrar with renewal, updating or modifying of contracts.

2. Registration:

- a. Coordinate communication with applicants during initial registration, reinstatement and renewal applications, verify and process applications for Restricted Activities.
- b. Manage registration renewal, updating the register and database
- c. Assist registrants with inquiries related to updating their online Personal Profile, including passwords, email and address changes, etc.
- d. Approve and manage Canadian Labor Mobility Registration Verification requests
- e. Manage Criminal Record Check (CRC) administration
- f. Manage CDRE registration and examination process following the policies
- g. Generate queries from the database as needed for reconciliation and reporting

3. Board & Committee:

- a. Assist College staff in drafting, reviewing and distributing the briefing materials.
- b. Manage meeting arrangements for members including food, travel, and hotel and meeting rooms as required.
- c. Attend meetings to provide meeting support, including taking minutes; organizing timing and layout of food, clean up as required.
- d. Track attendance of members to process per diem payments and expenses submitted.

4. Financial Management:

- a. Liaise with College bank personnel and online payment service providers.
- b. Manage day to day Accounts Payable and Receivable
 - Prepare invoices and deposit funds received
 - Review invoices and prepare cheques for signature
- c. Oversee bookkeeper's monthly and quarterly financial reports and provide Registrar with monthly financial statements.
- d. Prepare for and assist with the annual audit
- e. Assist the registrar with payroll management for staff
- f. Assist the registrar to draft the annual budget and other financial planning documents
- g. Confirm changes in employment status to service providers in writing, as required

5. Communications:

- a. Develop and revise standard forms, letters, and templates as required
- b. Execute minor updates to website (registration process, contact information, etc.)
- c. Develop and distribute general communications of the College (registration communication, Christmas card, etc.)