

ADMINISTRATIVE ASSISTANT

Employment Opportunity – Temporary Full-Time

About the College of Naturopathic Physicians of British Columbia

The College of Naturopathic Physicians of British Columbia is a professional regulatory body established under the *Health Professions Act of British Columbia*. The College regulates the profession of naturopathic medicine in the public interest through licensing, quality assurance programs and dealing with complaints from the public, as well as other functions. The College is committed to striving for leading edge performance in the professional regulation field.

Candidates are advised that the College of Naturopathic Physicians is anticipating amalgamation with other British Columbia health regulators in June 2024. We anticipate that this amalgamation will bring new and exciting opportunities for staff.

For more information, please visit www.cnpbc.bc.ca.

About this Employment opportunity

We are currently seeking an Administrative Assistant to join our team and cover a temporary maternity leave for 18 months. This role will serve as the primary point of contact for internal and external stakeholders on matters related to registration, examinations, quality assurance and investigations. The Administrative Assistant must enjoy working within a small team environment and have strong communication and organizational skills. This position will work on matters as assigned to them from senior staff and must be able to maintain a balance among competing priorities.

Status

Temporary (18 months); Full Time

Location

Vancouver, BC

We offer a hybrid working model, combining the flexibility of remote work with the option for in-office collaboration.

Duties and Responsibilities (include but are not limited to)

- Manage and organize practice files of registrants of the College, including processing registration, certification, examination, and other applications.
- Assist registrants with troubleshooting the self-service or member portal website.
- Process and issue health profession corporation applications and renewals, as needed.
- Assist in the administration of the annual registration renewal of registrant licensure at the College. Registration renewal period occurs from November to January each year.
- Support College committees, such as the registration committee, and examination committee, as needed by scheduling meetings, preparing materials, taking minutes. This will require attendance at these meetings, some of which are held in the evening or occasionally on a weekend.
- Handle confidential information with discretion.

Preferred Skills and Qualifications

- Post-secondary education with training as an administrative assistant. Appropriate combination of training and experience will be considered.
- At least 3 years experience as an administrative assistant, with regulatory or government administrative experience considered an asset.
- Proficient in Microsoft 365, Outlook, Adobe Acrobat, and can adapt to new software.
- Familiarity in working with databases is an asset.
- Experience taking minutes, organizing information, creating, and maintaining electronic and paper filing systems.
- You are a self-starter and have a problem-solving mindset.
- You have strong written and verbal communication skills.
- You are reliable, accurate, and can handle a busy workload.

Compensation / Benefits

- Salary: \$52,000 - \$59,000 (Compensation will be determined based on training and experience.)
- Benefit packages will be provided after a three-month probationary period that includes extended health coverage, dental, life insurance, out-of-province travel insurance, and more.
- Challenging and interesting work in a supportive and respectful setting.

Application Process

Please forward your resume and cover letter to sandra@chirobc.com. In your cover letter, please tell us what interests you about this role. The subject line of your email should be "Job Application - Administrative Assistant – (Your Name)". If you have less than three years of work experience, please provide copies of transcripts as well. Applications will be accepted on a rolling basis until the position is filled, so please apply immediately.

While we appreciate all responses, only shortlisted applicants will be contacted.