



EMPLOYMENT OPPORTUNITY

Administrative Assistant

The College of Physicians and Surgeons of Saskatchewan (CPSS) is looking for an Administrative Assistant to join our Registration Services team.

THE OPPORTUNITY

Reporting to the Director of Registration Services, the Administrative Assistant will be responsible for providing senior level confidential administrative support to the Director of Registration Services and daily administrative support to the Registration Services department.

KEY RESPONSIBILITIES

- Provide confidential administrative support to Director including tracking correspondence; booking travel and scheduling itineraries; generating, formatting, proofreading and distributing a variety of correspondence with a high degree of accuracy and efficiency.
- Maintain schedule and calendar for Director and Registration Department.
- Maintain and organize filing system for documents, records and reports for the department.
- Provide general administrative support to Registration Services Department, including email inbox file management, document scanning, file folder set up and capture of basic data in an online physician database.
- Monitor Registration content on website for functionality and accuracy and prepare documents for web posting.
- Maintain databases and generate reports for the purpose of analyzing data and updating stakeholders.
- Prepare draft agendas, take minutes, distribute meeting materials as required.
- Collate content from team to prepare draft documents to use at meetings and/or routine reports.
- Respond to telephone, in-person, and electronic inquiries and provide timely, accurate and up-to-date information
- Schedule appointments, meetings and conferences and participate in meetings, as required.
- Develop and maintain effective working relationships with co-workers to support a culture of collegiality.
- Provide backup coverage to the CPSS main office reception, as required.

WHAT YOU HAVE

Education/Experience

- A minimum of one-year Vocational/Technical/Business School diploma from a recognized institution
- 3 years of relevant work experience as an administrative assistant in a professional environment
- An equivalent combination of education and experience may also be considered

Knowledge/Skills

- Proven ability to deal with confidential and sensitive information in a professional manner while complying with Health Information Protection Act (HIPA).
- Ability to multi-task while managing competing priorities.
- Ability to enter data with a high degree of accuracy and efficiency.
- Effective interpersonal communication (both verbal and written)
- Excellent proofreading and editing skills.
- Training and/or experience in taking, transcribing and appropriately distributing meeting minutes.
- Training and/or proficiency at an advanced level with Microsoft Tools (Word, PowerPoint, and Outlook) and intermediate level in the use of spreadsheet/database packages (ie. Excel or Access).
- Knowledge of standard office equipment and procedures.
- Excellent organizational skills and demonstrated ability to take initiative and to multi-task with minimal direction/supervision.
- Demonstrated ability to deal courteously, tactfully and respectfully with internal and external stakeholders in person, on the telephone and via electronic communication.

ABOUT THE CPSS

The College of Physicians and Surgeons of Saskatchewan exists to serve the public by regulating the practice of medicine and guiding the profession to achieve the highest standards of care.

The CPSS is a statutory, professionally-led regulating body established by legislation of the Government of Saskatchewan and charged with the responsibility of licensing properly qualified medical practitioners; developing and ensuring the standards of practice in all fields of medicine; and investigating and disciplining of all doctors whose standards of medical care, ethical or professional conduct are questioned.

We offer an excellent compensation package which includes:

- Competitive salary
- Excellent pension plan

- Comprehensive benefit package that includes health, dental, life insurance, accidental death and dismemberment, short-term and long-term disability insurance.
- Employee and Family Assistance Program
- Annual health and wellness allowance
- Generous paid leave provisions including vacation days, sick days, and personal obligation days
- Free on-site gym and ample electrified parking
- Development opportunities

APPLICATION PROCESS

Please submit your resume and a cover letter to careers@cps.sk.ca by the end of day, **Friday, February 9, 2024**

All applications will be held in strict confidence. No references will be contacted without the applicant's consent.

We thank all applicants for their interest in the CPSS, however, only those selected to move forward in our candidate selection process will be contacted.

By applying to this position, you are confirming you possess either a Canadian Citizenship, permanent resident status, or valid work permit.

The College strives to create a diverse and inclusive work environment that enhances our ability to meet the needs of the communities we serve. All qualified candidates will be considered regardless of physical ability, age, race, ethnicity, religion or belief, sex, sexual orientation, gender identity or expression.