



Job Posting

Job Title: Administrative Assistant
Department: Operations
Status: Full-time; Permanent
Location: Vancouver, BC
Salary: \$54,300 to \$63,900 annually

Who We Are

The College of Complementary Health Professionals of BC (CCHPBC, or the College) is located on the traditional, ancestral, and unceded lands of the xʷməθ kʷəy̓əm (Musqueam), Sḵwx̱wú7mesh (Squamish), and səliłwətał (Tseil-Waututh) Nations. The College regulates over 10,000 health professionals across British Columbia., including chiropractors, massage therapists, naturopathic physicians, and traditional Chinese medicine practitioners and acupuncturists.

Formed on June 28, 2024, through the amalgamation of four provincial health profession regulators, the College was established as part of the Ministry of Health's initiative to modernize the health profession regulatory framework in B.C. Its primary role is to protect public health and safety by licensing and regulating health professionals and the settings in which they practice. This includes ensuring that every health professional within its purview is fully qualified to provide safe and ethical care.

About This Employment Opportunity

The College is seeking an individual with a keen eye for details who is a strong multi-tasker and skilled at providing a welcoming environment to take on the role of Administrative Assistant.

Reporting to the Executive Director, Operations, and working closely with CCHPBC team members, stakeholders, and contractors, the Administrative Assistant will support in the management of the College's daily operations, while assisting with general operational tasks. This includes record and information management, document creation and corresponding with staff and other external impacted parties. This is an ideal role for a resourceful and solutions-centric professional with excellent administrative and organization skills.



It is essential for all College staff to contribute to a team approach with a focus on public protection, and delivery of efficient services that align with and allow the College to meet its regulatory, strategic, and operational goals.

Duties and Responsibilities (include but are not limited to)

- Curation of internal information management systems and policies, including the retention, archival and destruction of corporate records.
- Performing various administrative tasks, including data entry, printing, scanning, photocopying, faxing, mailing, filing, document retrieval, referencing materials, maintaining spreadsheets, and completing ad-hoc tasks as needed.
- Review and analysis of operational processes to identify inefficiencies and implement improvements.
- Support of accounts receivable duties, including the invoicing and collection of registration fees.
- Managing projects by creating assignments, tracking progress and resolving issues.
- Supporting staff with the creation, dissemination and filing of documentation.
- Liaising with shared service providers including the IT service desk, facilities and infrastructure functions.
- Following office workflow procedures to ensure maximum efficiency.
- Management of internal and external phone calls and correspondence (e-mail, letters, packages, etc.)
- Monitoring office expenditures and supporting office contract processing.
- Monitoring office supply inventory and placing orders.
- Supporting virtual, in-person and hybrid meeting and conferencing needs (organizing calendar invitations, hosting meetings, constructing agendas and providing supplementary documentation)
- Maintaining an organized office environment.
- Other administrative tasks as directed by the supervisor (Executive Director, Operations).

Qualifications and Skills

- One+ years of relevant work experience as an Office Administrator or Administrative Assistant
- High school diploma required; a bachelor's degree or diploma in Office Administration, Business or related field is an asset.
- Strong verbal and written communication skills; strong customer service skills and an ability to compose communication materials on complex issues using succinct, simple language and tactfulness.



- Tech savvy with excellent working knowledge of cloud computing systems and Microsoft Office suite.
- Strong problem-solving skills and the ability to work independently and as part of a team.
- Detail oriented and accurate in execution; able to work well under pressure and with minimal supervision.
- Maintaining confidentiality and discretion of information received while performing work functions.
- Demonstrated ability to work productively within a team but also independently.
- Experience in minute-taking, information organization, and maintaining both electronic and paper filing systems.
- Knowledge of the Health Professions Act and a demonstrated understanding of regulatory functions and related administrative law principles is preferred.

An individual who meets either the established formal qualifications or the accepted equivalency may be considered equally for this role.

Compensation and Perks

The compensation for this position ranges from \$54,300 to \$63,900 annually, based on a 37.5-hour work week. The starting salary will be determined by factors such as the candidate's job-related knowledge, skills, experience, the salaries of peers within the same range, market conditions, and other relevant considerations.

CCHPBC offers a competitive compensation package, including health and dental benefits, employee assistance program, Municipal Pension Plan, and paid time-off package. Other perks include flexible hybrid work arrangement, professional development opportunities, and office closures for the 11 statutory holidays in B.C., as well as Easter Monday and Boxing Day.

Application Process

If you are interested in joining our team, **please submit your resume and cover letter to careers@cchpbc.ca by September 13, 2024**. This position will remain open until filled, but priority will be given to applications received by the deadline. Please use "Job Application – JOB TITLE – (Your Name)" as the subject line of your email. References, education and credential verifications, and a criminal record check may be required for final candidates.



The College provides accommodations for applicants with disabilities throughout the selection process. If you require accommodation, please inform us when contacted for an interview or assessment. All accommodation information will be kept confidential.

We appreciate all applications; however, only those selected for an interview will be contacted.