Administrative Assistant, Registration
Employment Opportunity – Permanent Full-time

The College of Dental Surgeons of BC (CDSBC) is the regulatory body for dentists, dental therapists, and certified dental assistants (CDAs) in BC. CDSBC’s mandate is to protect the public by ensuring that dentists, dental therapists and CDAs are registered and qualified to practise, and that they are consistently providing safe and ethical care to their patients.

We are seeking an administrative professional with a minimum three years of experience to join the Registration Department as an Administrative Assistant. The successful candidate will report to the Director of Registration and will be part of a team of six who are responsible for the registration and certification of those entering into the profession of dentistry as well as monitoring of the ongoing competence of registrants within the requirements of the quality assurance program.

Our working environment is welcoming, respectful, innovative and rewarding. We offer a competitive salary, an excellent benefits package (including RRSP, monthly transit contribution, extended health and dental benefits), a professional development allowance, and encourage work-life balance.

CDSBC maintains a commitment to organizational excellence. We are trusted as an organization to act ethically, fairly and with integrity. We are communicative, transparent, objective, impartial and accountable.

Essential Duties

Registration

- Assist with applications for registration or certification; verify completeness of applications; follow up with applicants on incomplete applications; data entry; receive and sort documents sent by mail or the Registration department
- Respond to inquiries regarding registration or certification from applicants and registrants
- Update registrant records
- Follow up on open and incomplete applications
- Prepare welcome letters and wall certificates
- Prepare letters and certificates of standing for all registrant categories for signature from senior staff
- Track the Registration email inbox and forward emails appropriately within the department
- Generate cheque requisitions as necessary
- Provide balanced daily reports to the finance department
Monitor, collect and process NSF and reinstatement fees
Generate duplicate registration certificates upon request
Input continuing education credit submissions
Assist with the processing of duplicate prescription pad requests
Assist with inquiries during annual renewal from registrants

**Other Responsibilities**

- Provide reception back-up as needed
- Take meeting minutes as needed
- Order catering for meetings as needed

**Qualifications & Skills**

- Post-secondary education and at least three years of related experience
- Detail-oriented and dependable
- Strong written and verbal communication skills
- Demonstrate ability to organize and prioritize work with minimal supervision
- Proven ability to maintain confidentiality and discretion of information received while performing regular work functions
- Tact, grace, and diplomacy are second nature
- Strong critical thinking, analytical, and problem-solving skills
- Demonstrated computer skills with proficiency in standard office software applications, in particular Microsoft Office Suite (Word, Excel, Outlook)
- Experience using a database or customer relations management system is an asset
- Previous work experience in a regulatory or not-for-profit environment is an asset
- Dental background would be an asset

If you are seeking a fast-paced work environment that is welcoming, respectful, and collaborative, we invite you to email your cover letter and resume to hr@cdsbc.org.

**Applications will be accepted until July 5, 2020.**

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