Executive Assistant – CEO/Registrar’s Office
Employment Opportunity – Permanent Full-Time

The College of Dental Surgeons of BC (CDSBC) is the regulatory body for dentistry 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.

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 reasonable work-life balance.

Our values, which demonstrate trustworthiness and promote professional excellence, include being: ethical, open and transparent; respectful and courteous; inclusive and embracing the principles of diversity, cultural safety and humility; and patient-centred and engaged with the public.

We are seeking an administrative professional with a minimum of three years of experience as an Executive Assistant, or a similar role to join the Registrar’s Office team. Preference will be given to candidates who have experience working with a regulatory body.

The successful candidate is accountable to the CEO/Registrar for the effective and efficient running of the Registrar’s Office through a wide range of regulatory and administrative tasks while supporting the Registrar’s Office team.

Position Accountabilities to include:

- Ensure the day-to-day functions of the Registrar’s Office runs smoothly.
- Maintain the Registrar’s appointment schedule and calendar.
- Ensure that meetings, deadlines, presentations and other duties of the Registrar’s Office are carried out.
- Deal with correspondence and other administrative tasks such as expense reports, credit card reconciliation, monthly timesheets, budgeting, meeting agendas and minute-taking as needed.
- Provide support to the Registrar’s team through a variety of administrative tasks for Board and Committee work, to include maintaining meeting portals, electronic documents.
• Keep database up to date for committee and Board members, working groups and Board motions/action items.
• Other tasks as assigned by the Registrar’s Office.

Qualifications

• Minimum 3 years of experience as an Executive Assistant or a similar role.
• Experience working with a regulatory body.
• Practice a high degree of discretion and confidentiality.
• Exceptionally organized with excellent time management skills.
• Strong ability to manage competing priorities to support the needs of the team.
• Ability to work within a team and independently.
• Able to collaborate cross departmentally to accomplish tasks successfully and be flexible with change in a growing organization.
• Have excellent IT skills, computer/tech savvy and knowledgeable with virtual platforms.
• Have good communication skills, dependable and reliable.
• Have a sense of humour, a positive attitude, and have initiative, judgment and flexibility.

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 February 25, 2021.

We are conducting interviews virtually by video or telephone conferencing to support physical distancing, per the guidance of the Provincial Health Officer.

We thank all applicants for their interest; however, only those candidates selected for an interview will be contacted. No phone calls, no recruiters, please.