

# Career Opportunity

## Administrative Assistant

The College of Physiotherapists of Ontario regulates physiotherapists and exists to serve the public interest. The College protects the rights of patients to safe, competent and ethical care by ensuring physiotherapists maintain professional standards of practice and are held accountable for their conduct and practice.

The College of Physiotherapists of Ontario is currently seeking a detail-oriented, professional, self-motivated candidate for the **Administrative Assistant** role. This is an entry-level position and requires previous work experience in a position of responsibility with excellent organizational, interpersonal and time management skills.

### Position Overview

The Administrative Assistant will report directly to the Executive Assistant and will provide administrative support to the Executive Team. This position will also provide support to College-wide functions as required.

### Responsibilities

- Manages Registrar's calendar.
- Provides support for meetings, both internal and external. May include:
  - Preparation of meeting materials and ensures appropriate distribution
  - Ensures appropriate arrangements have been made for meeting room set-up and clean-up, including catering.
  - Taking minutes, as required
  - Support for the coordination of off-site stakeholder meetings and outreach related activities led by the Registrar. This may include researching and securing location arranging catering, stationary and arranging for AV equipment and set up as well as preparation and distribution of electronic or paper materials.
- Manages teleconference/online meeting set-up
- Processes mail, e-mail, and reports, including scanning and faxing documents and coordinating couriers as required.
- Supports other staff needs as directed, such as assisting in preparation of communications or presentation materials.
- Ensures the accurate and timely distribution of internal and external correspondence.
- Completes data entry and ensures the electronic and paper system files for assigned activities are accurate and current.
- Maintains the filing system and arranges for offsite file storage where required.
- Archives and purges files in accordance with the College policy.
- Completes monthly visa reconciliation for Executive team
- Provides cross-functional administrative support to College teams as needed.

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### Education, Experience and Qualifications

- Post-secondary education or equivalent combination of experience.
- Two (2) years' experience working in an office environment.
- Demonstrated knowledge of Microsoft® Office Suite and facility with on-line research
- Excellent oral and written communication skills.
- Demonstrated proactive and effective client service orientation.
- Must have sound judgement and problem-solving skills.
- Must have the ability to meet tight deadlines and to perform well under pressure.
- Ability to deal with confidential information and sensitive issues with tact and diplomacy.
- Proven ability to work independently as well as collaboratively within a team

### Working Conditions

- Frequently changing assigned priorities
- Frequently exposed to regular flow of people around office

### Terms and Salary

- Permanent full-time position
- Salary range: \$47,000 to \$52,000 (depending on experience and qualifications)

If you are seeking a similar position in a professional organization and you meet all the requirements, please forward your résumé and cover letter highlighting related experience to [hr@collegept.org](mailto:hr@collegept.org) no later than February 16, 2018. Please quote **Administrative Assistant Position** in the subject line.

We thank all applicants for their interest. However, only candidates selected for an interview will be contacted and invited to participate in the process of recruitment.

No phone calls or agencies, please.

In accordance with the Ontario Human Rights, Accessibility for Ontarians with Disabilities Act (AODA) & the College's Recruitment & Selection Policy, a request for accommodation will be considered throughout the recruitment and hiring process.

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