

Career Opportunity

Associate, Corporate Services (Parental Leave Contract)

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 **Associate, Corporate Services** role. This is an entry-level position and requires administrative background with excellent organizational, interpersonal and time management skills.

Terms and Position Overview

This is a contract term position to cover a parental Leave.

The Associate will report directly to the Director, Corporate Services and will provide internal and off-site meeting support for successful planning, coordination and execution of corporate events. In addition, the successful candidate will be responsible for maintaining and ensuring the cleanliness and safety of the office environment.

Responsibilities

1. Provides meeting support to College teams for regularly scheduled meetings.
 - Coordinates catering for all Council and Committee meetings. Responsible for pre- and post-meeting room set-up and clean-up, coffee and dessert refill and beverage stocking.
 - Sets up and takes down technical equipment, including projectors, computers, laptops, microphones, and conference call equipment.
2. Supports the planning, coordination and execution of corporate events (supplies, rentals, catering).
3. Ensures the office environment is clean, safe and pleasant.
4. Ensures the accurate and timely distribution of internal and external correspondence.
5. Maintains inventory to ensure that the College has sufficient resources to meet its daily work flow requirements.
 - College's material resources, office and kitchen supplies
6. Maintains contact with suppliers and assists in developing relationships with new suppliers.
7. Liaises with the landlord to ensure that physical plant, security and parking needs are met.
8. Completes data entry and ensures the electronic and paper system files for assigned activities are accurate and current
9. Archives and purges files in accordance with College policy
10. Provides cross-functional administrative support to College teams as needed.

College of Physiotherapists of Ontario
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info@collegept.org

www.collegept.org





Education, Experience and Qualifications

- Post-secondary education (2-year diploma in administration or equivalent preferred)
- Two (2) years' experience working in an office environment in a role providing administrative support and working with event planning.
- Familiarity with standard office and presentation equipment (computers, copiers, laptops, projectors, equipment for teleconferences)
- Good command of the English language
- Effective written and verbal communications skills
- Customer service skills
- Flexibility and can-do attitude
- Ability to prioritize and maintain a high level of accuracy
- Excellent planning, organization and coordination skills
- Knowledge of Microsoft® Office Suite.

Working Conditions

- Moderate physical workload (sitting, standing, walking, lifting, pulling/pushing, carrying)
- Frequently changing assigned priorities
- Frequently exposed to regular flow of people around office

Terms and Salary

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

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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 no later than February 16, 2018. Please quote **Corporate Service Associate 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.