

Career Opportunity

Registration Administrator

(One-year 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 is currently seeking a detail-oriented, quick learner who is self-motivated for the Registration Administrator role. This is an entry-level position and requires administrative background with excellent organizational and time management skills.

Position Overview

The Registration Administrator will report directly to the Registration Manager. The Registration Administrator is responsible for handling preliminary inquiries about the registration component of the Registration program and provides administrative support to the team and the Committee. This position also participates in activities that contribute to the organizational mandate and a healthy working environment.

Key Accountabilities

Administrative Support

- Provides preliminary information to stakeholders about registration and professional incorporation and identifies inquiries that require escalation to the Manager.
- Reviews and processes registration and professional corporation applications and provides feedback to applicants on application status and missing documents required to meet eligibility requirements of their certificate.
- Responds to queries and provides detailed information about Registration policies and procedures, as well as Public Register information to stakeholders.
- Assists in planning, preparing and maintaining annual registration renewal.
- Processes mail, email, reports and invoices including scanning and faxing documents and coordinating couriers as required.
- Supports other Registration needs as directed, such as assisting in the preparation of communications or presentation materials.
- Refers callers to external agencies as required.
- Identifies problems or opportunities for improvement and offers solutions.

Committee Meeting Support

- With the assistance of other team members, prepares meeting materials (electronic and paper versions), schedules meetings and prepares final agendas for Committee meetings.
- Ensures appropriate arrangements have been made for meeting room set-up and clean-up, including catering.

College of Physiotherapists of Ontario
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Data Maintenance & Information Support

- Completes data entry and ensures the electronic and paper system files for assigned activities are accurate and current.
- Archives and purges files according to College policy.
- Maintains the filing system including offsite file storage where required.

College Support

- Provides support to College-wide functions as required (for example, providing backup assistance for meeting room set up, participating in cross-departmental projects or team building activities).

Education, Experience, and Qualifications

- Two years office experience in an entry level position. Recent graduates will be considered.
- Knowledge of Microsoft Office Suite, database, spreadsheet software.

Skills & Abilities

- Excellent oral, written and interpersonal communication skills.
- Demonstrated commitment to quality front-line services.
- Strong problem-solving and advanced organizational skills to support multi-tasking.
- Ability to work independently and to perform effectively as a member of a team.
- Ability to work effectively under pressure and to consistently exercise good judgement.
- Ability to manage conflicting priorities and deadlines.

Terms, Salary and Working Conditions

- This is a one-year contract.
- Start date: January 2, 2018
- Salary range: \$47,000 – \$55,000 (depending on experience and qualifications).
- This position is full time.

To apply, please forward your résumé and cover letter, highlighting related experience to hr@collegept.org no later than December 8, 2017. Please quote **Registration Administrator** 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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