



College of Occupational Therapists of Ontario  
Ordre des ergothérapeutes de l'Ontario

## **Associate, Corporate Services**

*Full-Time, Permanent*

### **ABOUT THE COLLEGE**

The College of Occupational Therapists of Ontario is the regulatory organization that oversees the practice of occupational therapists (OTs) in Ontario. Our job is to make sure that the public receives safe, effective, ethical care from OTs.

Our mission is to protect the public and instil confidence and trust by ensuring occupational therapists are competent, ethical and accountable. We are Canada's largest regulator of occupational therapists, and we oversee more than 6,000 occupational therapists registered here in Ontario.

Working together with the public, stakeholders, and the larger regulatory health community, we are currently working towards a new, bold vision: to be leaders in collaborative quality regulation.

### **POSITION SUMMARY**

The Corporate Services Associate role is a dynamic, multifaceted position that engages with all members of the organization and various external vendors to maintain the office and department goals. This includes overseeing the office management, supply and inventory management, property maintenance and security.

As a member of the Corporate Services team, the incumbent will provide executive support to the Director of Finance and Corporate Services, including calendar and meetings requests, committee administration, contract and records maintenance, and various department projects. The Associate will also engage with the Corporate Services team to provide support and assistance with monthly routines and in generating reporting for decision-making purposes.

### **KEY FUNCTIONS AND RESPONSIBILITIES INCLUDE:**

- Works with property management office to arrange office maintenance
- Oversees the operational needs for the College, including mail administration, monitoring office access, redirecting phone inquiries, and greeting guests.
- Manages, maintains, and restocks the inventory of office supplies and kitchen supplies, ensuring availability and cost effectiveness when ordering supplies.
- Maintains the Director's calendar, schedule events and meetings
- Monitors and maintains email and correspondences for the Director, reviewing and evaluating priority and following up as appropriate.
- Assists the Director with administration and coordination of Finance, Audit and Risk Committee
- Prepares first draft of briefing notes as requested/based on previous meetings.

- Assists bookkeeper with distributing invoices and inquiries related to invoices.
- Assists with the financial planning, research, general analysis and projects
- Assists with attendance maintenance system
- Responsible for maintaining participants' data and approval rules in the third-party expense tracking platform
- Responsible for collecting and inputting payroll for non-staff in third-party platform
- Manages catering for committees, subcommittees, working groups and staff meetings
- Maintains and monitors contracts and notifies appropriate group of upcoming renewals and concerns.
- Compiles information from various departments, including IT, to develop general statistical documents (such as the trending documents).
- Completes specific projects as assigned

***REQUIRED EDUCATION/EXPERIENCE:***

- Minimum five years' experience in an administrative support or similar position.

***REQUIRED COMPETENCIES:***

- Proven track record of self-motivated performance in office organization, upkeep and maintenance to create a professional working environment.
- Excellent interpersonal skills and experience working effectively as a team member with minimal supervision.
- Customer Service oriented with can-do-attitude.
- Excellent written and verbal communication skills.
- Proven organizational, financial and time management skills.
- Proactive approach to work and independent problem-solving skills.
- Familiarity with processes for determining and maintaining confidentiality of sensitive materials.
- Ability to set priorities and organize work effectively to meet deadlines.
- Ability to quickly and accurately proofread documents.
- Data entry skills with demonstrated speed and accuracy.
- Computer software knowledge, including MS Word, Excel, PowerPoint.
- Ability to lift supplies including cartons of paper.

***PREFERRED EDUCATION/SKILLS:***

- Previous experience supporting boards, councils and/or committees.
- Previous experience with not-for-profit organizations.
- Fluency in French is an asset.
- Experience with enforcing signing authority limits.
- Understanding of budget, cost and expense management.

## **COMPENSATION AND BENEFITS**

The starting salary is \$50,535.00. Salary may change depending on level of experience. The College offers support for professional development, continuing education, and a comprehensive benefits plan with three weeks of vacation to start.

The College acknowledges that it is hiring in the midst of a global pandemic. Despite the fact that the College is considered an essential business, our staff is currently working remotely. If circumstances change such that College staff does return physically to the workplace, the position requires that you be available to work onsite at the office during working hours; however, a hybrid teleworking may be possible per the College's policy.

The College's physical office is located at 20 Bay Street, Suite 900, Toronto, ON, in the downtown core, on the PATH and next to Union Station. Our offices provide convenient, ideal access to transit.

We are a growing and dynamic organization with friendly, engaged staff in a collaborative work environment. The College recognizes work-life balance as fundamental to the health and well-being of its employees.

## **HOW TO APPLY**

Please forward your resume and cover letter to [resumes@coto.org](mailto:resumes@coto.org) by end of day October 15, 2021. Please quote "Associate, Corporate Services" in the subject line and ensure that all attachments use a filename containing your name (First Name Last Name.pdf).

The College of Occupational Therapists of Ontario is an equal opportunity employer. Our goal is to create a diverse, inclusive workforce that reflects the community. Accommodation is available under the Ontario Human Rights Code and will be made available upon request, throughout all stages of the employment cycle.

We thank all applicants in advance. Only those selected for an interview will be contacted.