



Executive Assistant – Deputy Registrar’s Office Full-time, Permanent (Bilingual)

The College of Occupational Therapists of Ontario is the regulatory body for occupational therapists (OTs) in Ontario. We work to protect the public by setting standards and developing programs that support safe, professional and effective practice by OTs. We also investigate inquiries, complaints, and reports from the public about our registrants.

The College of Occupational Therapists of Ontario is seeking a dedicated, detail-oriented professional executive assistant. As part of the Deputy Registrar’s office team, the executive assistant contributes to the overall success of the department by ensuring specific individual goals, plans and initiatives are delivered in support of the team’s performance-oriented culture and business objectives.

KEY FUNCTIONS AND RESPONSIBILITIES INCLUDE:

- Provides a variety of executive administrative support to the Deputy Registrar.
- Manages the Deputy Registrar’s calendar on an on-going basis, including scheduling meetings, arranging conference calls, travel arrangements.
- Leads by example to work effectively and collaboratively with all staff in the organization.
- Coordinates and follows-up on daily operational workflow.
- Drafts correspondence, reports and presentation materials, and creates meeting packages.
- Coordinates and manages special projects and events as required for the Deputy Registrar’s office.
- Provides assistance on ad-hoc business requests as needed.
- Acts as primary point of contact in the Deputy Registrar’s office, facilitating communications with external stakeholders.
- Provides administrative support for committees, subcommittees and working groups as needed.
- Schedules committee, subcommittee and working group meetings, prepares meeting materials, takes minutes and organizing meeting set-up.

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- Prepares, assembles, and organizes the distribution of committee, subcommittee and working group packages.
- Provides general support to the Executive Office as needed by assisting the executive Assistant of the Executive Office during peak periods to prepare materials for meetings; setting up meetings and teleconferences; providing back up coverage; and working with the EA on Executive Office activities, initiatives and projects.
- Supports the data collection processes, ensuring accurate, timely data entry and audit of information.

REQUIRED EDUCATION/EXPERIENCE:

- College diploma or University degree in business or related field.
- At least three years’ experience in an administrative or customer service-oriented position.

REQUIRED COMPETENCIES:

- Bilingual, English/French;
- Excellent customer service and public relations skills;
- Excellent interpersonal and teamwork skills
- Highly organized, with demonstrated attention to detail;
- Able to prioritize and coordinate a high volume of tasks
- Able to manage a complex filing system;
- Project organization skills, including planning, time allocation, and prioritization;
- Advance computer skills, including Windows, Word, EXCEL, PowerPoint, and document management software;
- Able to quickly and accurately draft and proofread complex documents;
- Excellent minute-taking skill;
- Familiarity with meeting, special events planning and formal meeting protocol.

PREFERRED EDUCATION/SKILLS

- Previous experience with Board and committees in not-for-profit organization.

Please forward your resume and cover letter to resumes@coto.org by May 24, 2019. Please use the subject line: Executive Assistant Deputy Registrar’s Office

The College thanks all applicants. Only those selected for an interview will be contacted.