



COLLEGE OF DENTAL HYGIENISTS OF BRITISH COLUMBIA

Suite 300, 388 Harbour Road
Victoria, British Columbia V9A 3S1
WWW.CDHBC.COM

Phone: (250) 383-4101
Fax: (250) 383-4144
Toll-free: (800) 778-8277 (B.C. only)

ADMINISTRATIVE ASSISTANT, FULL TIME (35HOURS/WEEK)

POSITION SUMMARY

The Administrative Assistant is a member of the support staff of the College of Dental Hygienists of BC, reporting directly to the Executive Office Manager. The Administrative Assistant will work closely to provide administrative support to the Registration Department and the office Administrator. Duties are primarily related to the management of receiving and processing 5-year criminal record checks, assisting with the annual renewal process and assist in processing accounts payable, providing general office assistance and clerical support for professional staff.

Our office hours are Monday to Friday 8am to 4pm.

DUTIES AND RESPONSIBILITIES

Duties include but are not limited to the following:

- Communicates with registration applicants and registrants regarding registration procedures, documentation, and application results.
- Oversees the management and data entry of the criminal records check program.
- Assists the Registration Coordinator in the processing of approved registration applications and the production of new registrant information and documentation packages, as directed.
- Assists with, the answering of general and specific registration and renewal questions and ensures responses to emails, database messages and phone messages are conducted in a timely manner.
- Assists the Registration Coordinator with processing of HPC names / permits / registration.
- Works with the Registration Department on specific registration projects as needed.
- Maintains the electronic and paper filing systems.
- Assists the Administrator in processing invoices.
- Assists with the production of cheques for the Administrator's signature.
- Provides reception coverage as needed.

SKILLS AND QUALIFICATIONS

Required skills and qualifications include:

- A minimum of a diploma in a related field is strongly preferred. Completion of recognized post-secondary business and/or administrative courses is required.
- Accounting experience preferred.
- A minimum of five years of related Office assistant experience is required.
- Experience working with databases or information management systems is required.
- Regulatory or licensure experience is strongly preferred.
- Working knowledge of Microsoft Office applications,
- Excellent communication skills, with a focus on listening and comprehension.

- Demonstrated ability to organize and prioritize work and handle interruptions and changing priorities.
- Ability to take direction and work effectively in a team-based environment.
- Strong Initiative
- Sound judgment
- Ability to problem solve and seek effective resolutions.
- A positive attitude and professional conduct

HOW TO APPLY

All applications for this position must be submitted by email to: careers@cdhbc.com

Please submit a Cover Letter and CV and clearly indicate the position applied for in the subject line.

All applicants must be prepared to provide their vaccination passport prior to being extended an interview.

We thank all interested applicants for their interest; however, only those selected for an interview will be contacted.