



Executive Assistant

College of Physicians and Surgeons of Newfoundland and Labrador

About Us

The College of Physicians and Surgeons of Newfoundland and Labrador is a Medical Regulatory Authority that serves and protects the public by regulating the practice of medicine in the province. Our vision is to ensure quality healthcare in Newfoundland and Labrador through the regulation of the medical profession in the public interest.

Overview of the Role

Reporting to the CEO and Registrar, the Executive Assistant is responsible for ensuring the smooth running of day-to-day operations in the Executive Office by providing executive level administrative support to the CEO and Registrar's Office, Council, and Committees of Council.

The Executive Assistant is a key member of the leadership team and offers an additional level of strategic direction. They utilize their critical thinking skills and strong understanding of the College's operations, mission, and vision to enable the CEO and Registrar, leadership team, other key stakeholders, and the organization as a whole to deliver on the College's mandate and achieve daily operations in an efficient and effective manner.

Responsibilities

- Provide daily executive support to the CEO and Registrar which includes, but is not limited to:
 - Managing and maintaining calendar, meeting scheduling, phone calls, task prioritization and reminders.
 - Proactively scanning the Registrar and CEO's calendar for emerging issues and manage accordingly.
 - Coordinating attendance at meetings and conferences including travel arrangements.
 - Screening incoming phone calls and resolving and/or referring inquiries based on knowledge and understanding of CPSNL, its bylaws, mission, and policies.
 - Drafting correspondence on behalf of the CEO and Registrar.
 - Drafting reports, presentations, and other materials as required.
- Providing administrative support as needed to the leadership team and Council.
- Coordinating travel arrangements for the leadership team.

- Attending key meetings, taking meeting minutes.
- Liaising with colleagues, Council members and key external stakeholders; building and maintaining strong relationships.
- Other duties as required.

Ideal Candidate

- Degree or Diploma in a recognized business administration or related field.
- 5 years of relevant experience in a complex administrative position (an equivalent combination of education and experience may be considered).
- Proficient in Microsoft Office Suite.
- Strong written and oral communication skills with exceptional attention to detail.
- Ability to multi-task and prioritize in a time sensitive environment.
- Exceptional critical thinking and problem-solving skills.
- Demonstrated independence in decision-making within established guidelines.

Requirements

- Must be legally entitled to work in Canada.
- A satisfactory criminal record check.

What We Offer

- Challenging and rewarding work.
- Fair and equitable compensation.
- Vacation and leave entitlement.
- Health, Dental and Wellness benefits.
- Defined contribution pension plan.

The College of Physicians and Surgeons of Newfoundland and Labrador is committed to building and maintaining a diverse workforce and an inclusive work environment. We are a proud equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, genetic information, or any other protected characteristic that makes us unique.

If you require reasonable accommodation to take part in the employment process, please call 709-437-4300 or send an email to maddie@ethree.ca and let us know the nature of your request.

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

To Apply: Please submit your CV and an expression letter of interest [here](#).

Position: Full-Time Permanent

Location: St. John's, NL (In-Person)

Application Close Date: May 3rd, 2024