

ADMINISTRATIVE ASSISTANT, REGISTRATION AND EXECUTIVE OFFICE
Full Time, 3 Month Contract Position
\$20-22/hr

The College of Opticians of Ontario is the body that registers and regulates all opticians in the province. We ensure that optical services in Ontario are provided by healthcare professionals who maintain a high standard of practice and professionalism.

We are a small and highly motivated team, and as the **Administrative Assistant, Registration and Executive Office** you'll have the opportunity to have a big impact. At the College, we encourage creativity and innovation, and are continually improving our processes and policies with the help of our dedicated and insightful team. Due to the pandemic, this position requires partial in office attendance to assist with renewals and mailing, with the balance of the work being performed remotely.

The Administrative Assistant is a self-starter who is extremely reliable and has excellent attention to detail. This is a great opportunity to make a difference, grow professionally, and work in a collaborative, supportive team environment.

The position duties include:

Registration Administration Support

- Triage incoming calls from Registrants or members of the Public
- Assist Registrants with administrative matters relating to renewals over the phone, such as password resets, or minor page troubleshooting
- Maintain the Reception email inbox and ensure incoming mail is directed to the appropriate department
- Assist with department mailing, including printing and packaging of letters, certificates, decals, etc.
- Support the Manager, Registration with other duties as needed

General Administration Support

- Review inventory of office supplies and place orders for materials
- Receive incoming mail and ensure documents are scanned/directed to the appropriate department
- Schedule and coordinate office maintenance services
- Other duties as assigned by the Registrar/Deputy Registrar

Qualifications and Competencies

- Minimum of 1 – 2 years of administrative support experience
- Excellent attention to detail and organizational skills with the ability to prioritize a diverse workload and manage competing priorities
- Excellent interpersonal skills with the ability to communicate effectively, both orally and in writing

- Ability to write in a clear, concise and legible manner
- Ability to think critically and exercise independent and sound judgement in anticipating needs and taking initiative
- Ability to deal effectively with challenging situations, and to handle confidential and sensitive information utilizing tact and discretion
- Excellent keyboarding, proof reading and data entry skills with emphasis on accuracy including knowledge of correct grammar, spelling and punctuation, to draft decisions, reports, correspondence, respond to e-mail, etc.
- Experience in using computerized software programs which include MS Office (i.e. Outlook, Word, Excel, PowerPoint) and experience with layout and formatting procedures for text, tables, and spreadsheets and mail merging, and ability to learn and fully utilize the College database program
- Bilingual- French/English an asset

The College of Opticians office is located in downtown Toronto and is currently operating a hybrid remote office. Interviews will be conducted virtually.

To apply, please email your resume and cover letter to the attention of Fizza Asad, Human Resources Specialist at fasad@collegeofopticians.ca by November 4, 2022. We will review applications as they are received and look forward to hearing from you.

The College of Opticians of Ontario, an equal opportunity employer, is committed to creating a diverse, equitable, and inclusive environment that is reflective of the diversity of the public that we serve. Eligible candidates from equity-deserving groups are encouraged to apply, including Indigenous persons, racialized persons / persons of colour, women, LGBTQ2S+, and persons with disabilities. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided throughout the recruitment, selection and/or assessment process to applicants with disabilities.