Administrative Assistant, College of Paramedics of Nova Scotia

The College of Paramedics of Nova Scotia will be operational on April 1, 2017 as prescribed in the Paramedics Act. The College will be the governing organization that regulates the practice of Nova Scotian paramedics to serve and protect the public interest. It will require staff in March 2017. The Nova Scotia Regulated Health Professions Network has been engaged to assist in recruiting.

Responsibilities:
The Administrative Assistant for the College of Paramedics of Nova Scotia is responsible for running an effective, proficient and modern office and providing comprehensive, confidential and proficient administrative support for the Executive Director/Registrar. This position is responsible to coordinate and maintain the College’s financial functions, including accounts payable, staff expenses and procurement of goods. The position provides additional support to the College Council, committees, or working groups as assigned.

The incumbent will be responsible for receiving and processing applications for paramedic registration, licensure, and annual renewals. Daily update and management of the registration database is significant portion of the duties. Responding to enquiries regarding requirements for paramedic licensure will require the administrative assistant to be familiar with the Paramedics Act, regulations and bylaws of the College. Must possess the ability to work independently with minimal supervision as well as work cooperatively within a team environment with a diverse group of individuals. Editing web pages will be considered an asset.

Qualifications:
The ideal candidate combines a relevant post-secondary education with a minimum of five years’ experience in a senior administrative role. In your work experience, you will have demonstrated professionalism, excellent communication, problem solving, critical thinking, organization, and multi-tasking skills. You have a superior attention to detail combined with the ability to meet deadlines in a fast-paced environment. You must have a strong working knowledge in the Microsoft suite of applications (Word, Excel, PowerPoint, and Outlook) and demonstrate experience with other purpose built software packages. Experience working for or with regulatory bodies would be considered an asset.

Hours of Work:
This position is permanent full-time with 75-hours bi-weekly. It will be located in the Halifax Regional Municipality.

Remuneration:
The position will have a competitive remunerations package commensurate with the credentials and experience of the candidate. The position will begin as a full-
time contract position with the Nova Scotia Regulated Health Professions Network until April 1, 2017 at which time the position will transfer to the College of Paramedics.

The successful candidate will be required to provide a criminal record check before starting employment and assume any associated costs as a condition of employment. If you would like to be considered for this position, please submit one pdf document that includes your resume and covering letter, clearly articulating how you meet the qualifications. Please note only candidates selected for an interview will be contacted.

Submit your application before 12:00 noon, Friday February 6, 2017 to:

Bruce Holmes
Executive Director
Nova Scotia Regulated Health Professions Network

Bruce.Holmes@nsrhpn.ca