



Position Title: Executive Assistant (to the Registrar & CEO and Deputy Registrar)

Reports To: Deputy Registrar

Position Type: Permanent, Full-Time

Location: Halifax, Nova Scotia

The College of Physicians and Surgeons of Nova Scotia serves the public by regulating the province's medical profession in accordance with the Nova Scotia Medical Act and its regulations. Among other responsibilities, the College licenses physicians to practise medicine, supports high standards of medical practice and investigates complaints about physicians.

Position Summary:

Reporting to the Deputy Registrar, the Executive Assistant will be responsible to provide effective and efficient administrative support to the Registrar and CEO, Deputy Registrar, and to be an administrative liaison to Council.

Key Responsibilities:

- Supports Registrar & CEO and the Deputy Registrar by maintaining calendars and ensuring meeting material is available for meetings.
- Provides administrative support to Registrar & CEO and the Deputy Registrar including drafts of correspondence, reports, presentations, notes to file, and minutes.
- Receives and screens all inbound telephone calls, e-mails, and visitors for the Registrar and Deputy Registrar.
- Coordinates logistics of Senior Leadership Team (SLT) programs.
- Provides administrative support as needed to Council and Committees of Council.
- Coordinates travel arrangements for Executive and completes travel expense claims.

Required Education and Professional Attributes:

- Business or Paralegal diploma or undergraduate degree in Business Administration required.
- Five years relevant experience or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as described.
- Conducts oneself honestly, professionally, and ethically at all times in all business dealings and when handling confidential information.
- Keen attention to details.

- Resourceful and flexible.
- Proven organizational and time management skills.

Technical Skills:

- Intermediate level Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint).
- Adobe Acrobat.
- Microsoft CRM (considered an asset).

The College of Physicians and Surgeons of Nova Scotia supports a healthy work-life balance. We offer a competitive salary and benefits package including health and dental insurance, group pension plan, health and wellness allowance, educational assistance and professional development opportunities.

The College of Physicians and Surgeons is committed to fostering a work environment that values diversity and is free of discrimination. We welcome candidates with diverse abilities and backgrounds. If you are a qualified candidate of an employment equity group, you are encouraged to self-identify in your application. If you require accommodations during the recruitment process, please contact Human Resources at careers@cpsns.ns.ca.

Application Procedure:

If you qualify for the above position, we invite you to apply with your resume and cover letter stating salary expectations. Please apply via email to careers@cpsns.ns.ca.

Applications will be received until the position is filled. Only those applicants chosen for an interview will be contacted.