



**Position Title:** Registration Assistant  
**Reports To:** Director of Registration  
**Position Type:** Full Time  
**Location:** Halifax, Nova Scotia

**About Us:**

The College of Physicians and Surgeons of Nova Scotia (the College) 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.

The College strives to create a diverse and inclusive work environment with the aim of representing the communities it serves. We invite all interested individuals to apply and encourage applications from people with disabilities, Indigenous, Black, other racially visible individuals, as well as people with diverse sexual orientations, gender identities, and expressions. Preference will be given to those candidates who self-identify as a member of one of these equity groups.

**Our Opportunity:**

The **Registration Assistant** reports directly to the Director of Registration. This position supports the Registration department with respect to all licensing and registration functions.

The **Registration Assistant** will have an essential role with the College including the following key responsibilities:

- Assists the department with the completion and processing of registration and licensure applications, including document management, file audit and management, data entry and physician and stakeholder communications
- Assists the department with processing of annual licensing renewal, including support inquiry triage, response, and escalation, and physician follow up
- Resolves and triages routine administrative problems and answers inquiries
- Completes routine administrative duties such as scanning and emailing physician documents
- Contributes to the high morale and a positive culture within the department and the College as a whole

**About You:**

You are a team player who takes personal accountability to deliver on what is expected in your role. You strive for excellence every day. You have strong communication, interpersonal, and organizational skills. You are curious, detail-oriented, and willing to take on challenges with confidence and a flexibility to learn. You have a strong desire to learn and grow professionally within this role and within your career.

Strong verbal and written communication skills are required for this role. You have a proven ability to establish and maintain productive and collaborative working relationships with colleagues. You also enjoy working in a fast-paced team environment and rolling up your sleeves to get things done. You flourish in a dynamic, changing environment by keeping informed and connected within your role and the College.

**You have the following technical Skills and or computer experience:**

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

The College invites all qualified candidates to apply. The College takes into consideration post-secondary education, professional accreditation, years of professional experience, as well as lived experience relevant to the position.

If you qualify for the above position, we invite you to apply via email to [careers@cpsns.ns.ca](mailto:careers@cpsns.ns.ca) with:

- 1) your resume
- 2) and cover letter stating salary expectations

The College is committed to the full inclusion of all applicants. As part of this commitment, the College will ensure that applicants are provided reasonable accommodations, as required. If accommodation is needed to participate in the job application process, please contact Human Resources at [careers@cpsns.ns.ca](mailto:careers@cpsns.ns.ca).

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

The College of Physicians & Surgeons of Nova Scotia has a mandatory COVID-19 Vaccination Policy which requires all employees to be fully vaccinated against COVID-19. Proof of vaccination is a condition of employment. Successful applicants who are unable to be fully vaccinated based on a protected characteristic as defined in the Nova Scotia Human Rights Act or for a valid medical exemption, must immediately advise Human Resources of their request for accommodation.

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