Job Posting

Administrative Assistant – Licensure
(Permanent Full-time)

Do you enjoy providing administrative support to a great team? Is attention to detail your strength? Are a good communicator and have excellent interpersonal skills? Do you have a knack for maintaining data and records? Are you quick on your feet and process-oriented?

If you answered YES, then the College of Pharmacists of BC (the “College”) has an exciting role for you within our Licensure Department!

Who We Are
Located in Vancouver, the College is one of the BC health regulators that licenses and regulates all pharmacists and pharmacy technicians, and the pharmacies where they practice in BC. Our mandate is to ensure the public receives safe and effective pharmacy care across the province.

At the College, we believe in integrity, transparency and excellence. As part of our team, you can expect to be treated professionally and with respect. We strive to work hard as a team in order to succeed, while support our employees in achieving a healthy work-life balance.

About the Role
We are looking for an individual to provide direct administrative support to the Licensure department by administering the processes and procedures related to licensure and pharmacy applications. This position reports to the Registration & Licensure Manager.

Qualifications & Skills
• Minimum 3 years of office experience.
• Business college certificate or equivalent experience.
• Advanced computer skills.
• Proficient in Microsoft Office applications including Outlook, Word, Excel.
• iMIS / database experience an asset.
• Effective written and verbal communication skills with the ability to convey clear and concise messaging.
• Ability to organize work flow and set priorities.
• Strong detail orientation and drive for accuracy.
• Ability to work independently and within a team.
• Ability to be flexible and adaptable in a fast paced environment.
• Ability to deliver results under pressure and tight timelines.
• Highly motivated and quick-learner that takes initiatives.
• Customer service experience an asset.
Essential Duties
- Maintains data and records in the College’s database.
- Maintains and manages the department file structure and administers the College’s records retention policies.
- Processes pharmacy applications according to established procedures and pre-determined timelines.
- Follows-up with pharmacy managers/owners relating to incomplete applications.
- Responds to general queries related to pharmacy applications by phone, email or in-person, and re-directs or escalates queries as required.
- Drafts and edits correspondence and communication materials as directed.
- Assists applicants with the processing of pharmacy applications.
- Generates and reconciles report for pharmacy applications and other department-related documents or activities, and follows-up as directed.
- Prepares and formats presentations, correspondence and other documents.
- Coordinates arrangements for meetings and events facilitated by the department.
- Provides administrative support to the Registration & Licensure Manager and Director.

Salary & Benefits
$53,803.20 - $62,545.59
Salary is in accordance to the Category 4 Administrative Assistant classification in the current MoveUP (Canadian Office and Professional Employees Union Local 378) Collective Agreement.

The College provides a competitive salary and a comprehensive benefits package that includes a defined benefit pension plan. We offer opportunities for personal professional growth; and provide an excellent and challenging work environment where innovation, teamwork and creativity are highly valued.

The College of Pharmacists of BC’s Commitment to Diversity
Equity and diversity are important to us. The College encourages applications from members of various minority groups or groups that have been identified as marginalized under the BC Human Rights Code including race, religion, place of origin, family status, marital status, physical disability, mental disability, political belief, sex, age, sexual orientation, gender identity or expression.

If you are interested in joining our team, please email a cover letter and resume to hr@bcpharmacists.org by Friday, March 27, 2020.

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