



### Who We Are

Founded in 1891, the College of Pharmacists of British Columbia is located on the traditional, ancestral and unceded lands of the xʷməθkʷəyəm (Musqueam), Skwxwú7mesh (Squamish), and səliwətał (Tsleil-Waututh). The College is a BC health regulatory body and is a vital link in the chain of trust between patients, pharmacists and pharmacy technicians; Its job is to protect the health and safety of the public by licensing and regulating pharmacists and pharmacy technicians and the pharmacies where they practice. The College is responsible for making sure every pharmacist and pharmacy technician in BC is fully qualified and able to provide the public with safe and ethical pharmacy care.

Achieving Excellence Canada's Gold Certification further establishes the College as a modern, relevant and progressive organization, which is able to continue to fulfill its duty to protect the public within an ever-changing provincial health landscape. The College believes 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 to succeed, while supporting our staff in achieving a healthy work-life balance.

### Our Values

#### Accountability

- *We value the importance of our work and take responsibility for our decision, words and actions.*

#### Integrity

- *We act ethically, honestly and in good faith.*

#### Indigenous Cultural Safety and Humility

- *We help to ensure that Indigenous Peoples have access to a culturally safe healthcare system, free from Indigenous-specific racism.*

#### Respect

- *We value the feelings, culture and preferences of others and recognize that they are as important as our own.*

### Our Diversity, Equity and Inclusion Commitment

The College is committed to helping our health system become culturally safe and free from Indigenous-specific racism. As recognized in our updated Strategic Plan and the [In Plain Sight](#) report, and acknowledged as a gap in our staff complement at the College, we are very interested in recruiting Indigenous individuals and encourage their applications.

We are committed to fostering, cultivating, and preserving a culture of diversity, equity and inclusion. The College seeks to attract, retain, and develop a qualified, capable, and diverse workforce that is reflective of all our communities. We are committed to employment equity by ensuring all human resource practices comply with the provisions of the Human Rights Code, address unintentional bias and are impartial, fair and honest. The College also fosters a welcoming, inclusive, and respectful environment where ongoing diversity, equity and inclusion learning and training are offered; cultural and social awareness are provided; and religious observances are acknowledged.

## About the Role

Based in the BC lower mainland, the College is seeking to hire an individual with over 3 years of relevant work experience as an administrative professional (or an equivalent combination of education and experience) to take on the temporary role of **Administrative Assistant** until April 2025, with a possible extension. This role is to provide direct support to the Licensure Department primarily as well as to provide relief coverage for other departments as required.

Reporting to the Registration and Licensure Manager, the successful candidate will have effective written and verbal communication skills, proficiency in Microsoft Office and strong detail orientation and drive for accuracy. In addition to being highly motivated and a quick learner that takes initiatives, the Administrative Assistant is flexible and adaptable in a fast-paced environment.

## Essential Duties

- Maintains data and records in the College's database.
- Maintains and manages the department file structure and follows 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 reports 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 assistance to the Registration department as required.
- Provides relief coverage for facility-related tasks that include maintaining the general CPBC inboxes; managing incoming/outgoing mail; and doing other office housekeeping duties.

## Qualifications, Skills and Knowledge

- Minimum 3 years of office experience.
- Business college certificate or equivalent experience.
- iMIS / database experience an asset.
- Strong detail orientation and drive for accuracy.
- Customer service experience an asset.
- Proficient in Microsoft Office (Intermediate to Advanced level in Outlook, Word, and Excel).
- Effective written and verbal communication skills with the ability to convey clear and concise messaging.
- Ability to work independently and within a team.
- Ability to be flexible and adaptable in a fast-paced environment.
- Highly motivated and quick learner that takes initiatives.
- Exceptional time management abilities to organize work duties and set priorities.
- Ability to exercise diplomacy, tact and discretion when working with confidential/sensitive information.
- Ability to build and maintain effective working relationships with all partners.
- Ability to maintain tact when dealing with diverse groups of people with different personalities.
- Ability to deliver results under pressure and tight timelines.
- Ability to use a common sense approach and demonstrate sound judgement.
- Commitment to continual learning and a drive for intellectual curiosity to innovate and improve.

### Salary and Benefits

Salary is in accordance with the Category 4 Administrative Assistant classification in the current MoveUP (Canadian Office and Professional Employees Union Local 378) Collective Agreement.

The compensation for this position starts at \$61,426.74 annually based on a 35-hour work week.

The College provides a total rewards program that includes competitive compensation, extended health care, a defined benefit pension plan and other benefits. We offer opportunities for personal and professional growth; provide flexibility; strive for work-life balance; and provide an excellent and dynamic work environment where innovation, teamwork and creativity are highly valued.

### How to Apply

The College offers accommodation for applicants with disabilities to take part in the selection process. Please let us know if an accommodation is required when you are contacted about an interview and/or assessment. All information in relation to accommodation is kept confidential.

Please submit a cover letter and resume to [hr@bcpharmacists.org](mailto:hr@bcpharmacists.org) by end of day **Wednesday, August 14, 2024**. This opportunity will remain posted until filled; however, priority consideration will be given to those who apply by the deadline. References, education and professional credential verifications, and a criminal record check may be required for all final candidates.

*\*Please note that applications will not be kept on file and only applicants selected for an interview will be contacted.*