



Job Posting: Project Administration Assistant

Status:	Temporary, part-time (1-year term)
Compensation:	Hourly rate: \$31.00–35.00, based on a variable work week
Work location:	Hybrid combination of in-office (200 Granville Street, Vancouver) and remote work). Must be able to commute to downtown Vancouver for work.
Reporting to:	Executive Director; getting day-to-day direction from Executive Coordinator.

Who we are

BC Health Regulators (BCHR) brings together all health profession regulators — known as [health regulatory colleges](#) — in British Columbia, providing an administrative and organizational foundation for collaboration between the colleges. Our shared mandate is to serve and protect all British Columbians, ensuring regulated health-care providers deliver qualified, safe, and ethical care to their patients and clients.

BCHR brings together B.C.'s health regulatory colleges to collaborate on improving regulation and regulatory practice across our organizations.

We are looking for a Project Administrative Assistant to support the team with a large project that will run for the next year. If you enjoy providing administrative support as part of a small, friendly and evolving team, we encourage you to apply.

Responsibilities

Performs a variety of confidential, administrative, and secretarial support functions.

- Uses a variety of software applications to produce reports, maintain databases, and develop presentation materials.
- Schedules and coordinates meetings, distributes agendas, takes minutes, and follows up as necessary.
- Processes and disseminates information, including confidential materials.
- Responds to inquiries from internal and external sources, as appropriate.
- Supports the preparation of financial and statistical documentation.
- Performs clerical duties, such as processing mail, filing, and answering inquiries by phone or email.
- Helps coordinate events, including booking venues and assisting with coordination of invitations, event management on the day, and other duties as required.
- Works collaboratively with internal and external groups, suppliers, etc. to assist with creating, managing, coordinating, and executing events (both at the office site and at external venues).
- Research and purchases gifts and event giveaways, when necessary.



- Manages on-site production and clean up for events, as necessary

Knowledge/skills

- Knowledge of professional regulation and associated internal processes desirable but not essential
- Strong administration skills, with ability to work with minimal supervision
- Effective communication skills
- Technical proficiency and experience using SharePoint and other work applications, such as Excel, PowerPoint, and Outlook
- Strong proficiency in word processing, creating templates and reports, and writing correspondence, memoranda and standard office forms.

Our ideal candidate will have

- A post-secondary school diploma
- Ability to type at least 50 wpm
- Intermediate skills in standard office software applications, in particular, Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, and Visio)
- Ability to exercise some degree of independent judgment and action
- Ability to organize own work and establish priorities without continuous supervision
- Ability to follow procedures, practices and directions as related to the duties of the job
- Ability to adapt to changing priorities
- Ability to organize and prioritize own work
- Effective communication skills, with the ability to work and interact cooperatively and collaboratively with others in the team and the public
- Ability to maintain confidentiality and discretion of information received while performing work functions.

How to Apply

Please submit your resume directly to: Info@bchealthregulators.ca.

To learn more about BCHR, visit: <https://bchealthregulators.ca/about-bc-health-regulators/>