As a national, non-profit organization, the Royal College speaks for more than 50,000 medical and surgical specialists and resident affiliates. The mission of the Royal College is to serve patients, diverse populations and our Fellows by setting the standards in specialty medical education and lifelong learning, and by advancing professional practice and health care. Located in Ottawa, the Royal College offers a stimulating and professional work environment.

Does the idea of providing support services to a team of professionals and to support the day-to-day activities of committees excite you? Are you someone who takes pride in offering quality support in a high-volume environment? If yes, this role is for you!

**Administrative Assistant**

**Position Summary**
Under the direction of the manager, Exams unit, you will provide exceptional administrative support to the manager and the Exams Unit. You will be instrumental in supporting the exam board appointment process, coordination of meetings and web conferences; ordering team supplies and scheduling team meetings.

You will also monitor and respond to inquiries; prepare draft correspondence and respond to general email inbox; maintain unit records and trackers and assist the manager with the preparation of reports.

**You come to us with:**
- College diploma or direct on-the-job experience,
- One to three years' experience supporting managers and teams,
- Excellent coordination, organizational and time management skills,
- An ability to meet deadlines in a high-volume environment,
- An aptitude to proactively seek additional information when needed,
- The capacity to establish good working relationships and communicate in a professional manner,
- Proven talent to compose correspondence, emails including strong attention to detail, high level of accuracy and proofreading aptitudes,
- Sound discretion and judgement coupled with tact and diplomacy, and
- Intermediate computer skills in MS Office suite, Outlook and database applications.

**To apply,** please forward your résumé, covering letter and salary expectations by March 15, 2020 to careers@royalcollege.ca To ensure the hiring committee reviews your application, quote posting JD1007, last name, first name in the email subject line.

We sincerely thank all applicants for their interest; however, we will only contact those under consideration. An eligibility list may be established for similar positions of various tenures. The list will be retained for a maximum period of 18 months.

Royal College is committed to building an inclusive and accessible learning and working environment. We believe in and promote the rights of all persons with disabilities as outlined in the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA 2005) and its related Accessibility Standards Regulations. To meet this commitment, the Royal College will make appropriate accommodations available. As required, please inform People Services of the nature of any accommodation(s) that you may require to ensure your equal participation.

Click to learn about Royal College and visit us at royalcollege.ca
Starting salary ranges from ($41,156.00 to $48,197.00)