

ADMINISTRATIVE ASSISTANT

Bathurst, NB

About Us:

The New Brunswick Regulatory College of Medical Radiation Technologists (NBRCMRT) is the regulatory body that ensures public safety and supports registrants in the provision of high-quality diagnostic and therapeutic care using medical radiation technology.

This is accomplished through adhering to standards of practice, education and providing evidence informed input into public policy. In collaboration with our partners in health care delivery, the NBRCMRT is the leading voice for safe, effective and caring practice of medical radiation technology to all New Brunswickers.

The NBRCMRT is committed to ensuring the delivery of high quality MRT services through adherence of practise in accordance [Medical Radiation Technologists Act](#), bylaws, code of ethics, standards of practice, and by setting education standards, and promoting lifelong learning through the implementation of a continuing competency process.

Description & Responsibilities:

Reporting to the Executive Director, the incumbent will provide administrative services which align with, but not limited to the following:

- Perform general clerical duties;
- Prepare internal/external communication (i.e., announcements, mail-outs, e-blasts, and other);
- Prepare, draft, edit and proofread, documents, letters, reports and other communication as needed;
- Respond to public, registrant, and stakeholder inquiries;
- Assist with the registration process;
- Coordinate meetings and teleconferences;
- Ensure manual and digital records are accurate and up-to-date;
- Update website, social media, other, as needed;
- Maintain organizational archives; and,
- Other administrative task as on a needs basis.

Skills & Essentials:

- Successful completion of a post-secondary certificate/diploma program in office administration or equivalent;
- One (1) year of previous working experience;
- Strong verbal and writing skills in both English and French;
- Excellent organizational skills and ability to manage several tasks simultaneously, detail oriented;
- Excellent skills writing letters, minutes and reports, and revising texts;
- Initiative, good judgment and strong work ethic;
- Ability to work independently;
- Proficiency with Microsoft Office Suites, SharePoint, Alinity, spreadsheets, databases and readiness to learn computer productivity tools;
- Ability to develop effective work plans, organize details, set priorities and meet deadlines; and,
- Ability to operate and troubleshoot standard office equipment.

Salary range: \$17.00 to \$20.00 per hour

Position Type: Part-time, permanent position

Hours/Schedule: 20 hours/week, Monday to Friday – days, flexible

Work location: In-person, Bathurst, NB

Benefits: Flexible schedule, On-site parking, Paid vacation

We invite you to submit your resume and cover letter on or before **Monday, September 30, 2024**, to:

NBRCMRT/OTRMNB

270-400 Douglas Avenue

Bathurst, NB E2A 1M9

Email: executivedirector@nbamrt.ca

While we appreciate all applications received, only those selected for an interview will be contacted.