

Job Posting: Administrative Assistant, Facility Engagement

Reports To: Operations Director, Vancouver Physician Staff Association

Duration: Full Time Hours, Fixed Term Contract Position (September 12 , 2022 to October 16, 2023)

Location: Hybrid (Remote/Vancouver, BC). Working from home or an independent office, with as needed in-person attendance required (includes some evenings and weekends) at or near the Vancouver General Hospital.

Job Summary

Reporting to the Operations Director, Vancouver Physician Staff Association (VPSA), the Administrative Assistant plays a vital role in the organization's daily operations by providing administrative support to the Board of Directors and Operations Director, and various projects, events and programs.

Key Responsibilities and Duties

1. Provide administrative support to the VPSA Board of Directors and Operations Director and other assigned projects or Committees.

- Scheduling meetings as required. This includes booking rooms, A/V equipment, and catering requirements.
- Preparing agenda materials (photocopying, mailing, couriering, and emailing) relating to meetings and/or projects, for distribution to meeting participants.
- Taking and transcribing minutes, maintaining accurate records, following-up on decisions made, and ensuring required action is initiated.

2. Provide clerical support:

- Organizing and maintaining electronic and paper files.
- Gathering reports and assisting in generating monthly reporting documents.
- Handling inquiries from physicians or health authorities in an efficient and courteous manner, providing explanations and/or redirecting, as appropriate.

- Taking initiative to anticipate, assist, recommend, develop, and maintain office processes and infrastructure that support program activities.
- Assisting on assigned projects and research.
- Sorting e-mail and mail and identifying appropriate action or follow up with attached supporting documentation.
- Assisting with preparing presentations, communications, correspondence, maintaining contact lists, and updating filing systems.
- Providing administrative and logistical support for consultants working for the VPSA.
- Performing general office duties as required.

3. Coordinates Event Planning

- Coordinate event logistics in collaboration with VPSA Staff, Physician Leads , including communications, project tracking, onsite support and budgets. This includes organizing catering, room booking, sign-in, and any other miscellaneous tasks necessary for the event.

Skills and Qualifications

- High school graduation supplemented by business and/or secretarial courses equivalent to up to one year of study with at least 3-5 years related experience.
- MS Office suite, Outlook, Excel (high level), Word, and PowerPoint. Knowledge of GoogleDrive and Zoom an asset.
- Strong minute taking and transcribing skills.
- Excellent written skills and proven ability to develop clear, concise and comprehensive reports and correspondence.
- Ability to effectively organize multiple meetings.
- Organized, resourceful and efficient with an outstanding attention to detail.
- Able to accurately account and track claims and financial transactions.
- Ability to set-up and maintain electronic and paper files.
- Strong interpersonal, oral communication and relationship skills.
- Excellent judgment in setting priorities, identifying issues and determining action required
- Capable of working under pressure and deadlines.



Vancouver Physician Staff Association

- Proven ability to multi-task, as the position requires flexibility and adaptability.
- Demonstrated ability to work independently as needed but also as an important member of the team.

To Apply

Interested candidates can apply for the position by sending their resume and cover letter to apinfold@vpsa.ca.

We thank all applicants; however, only those selected for an interview will be notified.