



The College of Optometrists of Ontario is a self-regulatory authority responsible for registering (licensing) and governing optometrists in Ontario. Optometry has been regulated in Ontario since 1919 and is guided by legislation including the Regulated Health Professions Act and Optometry Act. The College's mission is to regulate Ontario's optometry profession in the public interest. The College uses its authority to guide the profession in the delivery of safe, ethical, progressive and quality eye care at the highest standards. Its vision: A leading regulator focused on safe eye care and progressive practice.

ADMINISTRATIVE ASSISTANT (GENERAL)

The College of Optometrists of Ontario is recruiting for an Administrative Assistant (General) position.

About the Role

The College of Optometrists of Ontario is seeking a full-time permanent Administrative Assistant to open and scan mail, field incoming calls, and provide general office administrative support.

Key Duties and Responsibilities

- Organizing and filing office supplies;
- Assisting with mail/courier management, including receiving, recording and distributing as well as preparing mail-outs as required;
- Opening, date stamping, and scanning incoming mail twice per week during COVID-19;
- Providing general office support by phone, in-person, and by e-mail;
- Maintaining member records and database management;
- Catering/meeting support, including set-up and clearing;
- Working collaboratively with other administrative staff members to prioritize tasks as necessary;
- Interacting respectfully and helpfully with other College staff, volunteers, professional members, the public, and vendors; and
- Support to other program areas, as required.

Qualifications

- Excellent customer service/public interaction experience.
- Experience with data entry and production of reports using database software (experience with iMIS would be an asset).
- Intermediate computer skills in MS Office (Excel, Word, Mail Merge, PowerPoint).
- Work experience in a healthcare environment and/or regulatory organization would be an asset.
- Living proximity to the College would be an asset.

Skills

- Customer-focused with excellent telephone manner, interpersonal, and communication skills.

- Strong attention to detail.
- Flexibility and the ability to switch from one task to another with ease and grace.
- Highly effective organizational skills.
- Ability to work independently as well as collaboratively, to prioritize and manage different and varied tasks simultaneously and meet deadlines.
- Ability to deal with sensitive and confidential information using discretion, professionalism and good judgment.

More about the College

We are a small, professional team that promotes collaboration and work-life balance. The College is located in the St. Clair Ave. and Yonge St. area near the subway system. Our staff is currently working remotely.

How to Apply

If you are a qualified candidate interested in this opportunity, please forward via e-mail your cover letter and resume to optom@hrassociates.ca by Thursday, September 23.

Questions about the position or the recruitment process can be directed to Luciana Da Silva of HR Associates at 416-237-1500, ext. 266, or Luciana.DaSilva@hrassociates.ca.

Please note that applications will be assessed on a rolling basis.

*We thank all applicants, however, only those selected for an interview will be contacted.
Accommodations are available upon request.*