

Job Posting

Administrative Assistant

The Nova Scotia Regulator of Dentistry and Dental Assisting (NSRDDA) is the provincial regulatory authority responsible for protecting the public interest in matters related to the delivery of dental care. We do this by ensuring dentists and dental assistants provide safe, competent, and ethical care.

We are seeking an **Administrative Assistant** to join our team in Bedford, Nova Scotia for this in-person position.

This is a full-time position (35 hours per week) with an annual salary range of \$42,000-\$48,000 commensurate with qualifications and experience.

Office hours are Monday-Friday 8am-4pm.

Responsibilities Include:

- Providing reception coverage by receiving visitors and managing telephone, written, and email communication with registrants and the public
- Performing day-to-day administrative functions
- Assisting new applicants for licensure with the application process, including providing guidance on documentation requirements
- Responding to questions from members of the public and directing the inquiries to the Executive Assistant, Registrar, or Complaints Coordinator as required
- Coordinating the shipping and receiving of parcels, documents, and packages
- Converting paper files to digital records
- Supporting the NSRDDA's committees, which may include preparation and dissemination of resource materials for meetings as well as transcription of meeting minutes
- Performing additional administrative duties as required under the direction of the Executive Assistant and/or Registrar

Qualifications

- Post-secondary education in any field with demonstrated relevant skills (e.g., administration, customer service, healthcare)
- Strong IT skills, including a working knowledge of the full suite of Microsoft Office programs (Outlook, Word, PowerPoint, Excel)
- A minimum of two years experience in a clerical or administrative role is preferred
- Experience working in a dental setting is not required, but may be an asset

Applicants must be legally permitted to work in Canada.

The ideal candidate will:

- Have a minimum of 3 years experience in their field
- Have excellent written and verbal communication skills
- Be open to learning new skills
- Be able to multitask, work independently, and have good time-management skills
- Demonstrate great attention to detail for accurate data entry, proofreading documents, and maintaining records.
- Be professional in their communications with registrants, Board and Committee members and the public
- Maintain strict confidentiality, particularly with respect to registrant and patient information/data
- Be open to guidance and direction from senior staff
- Be interested in potentially taking on new challenges and opportunities within the organization as their experience develops and the organization's needs change over time

Why Join Us?

- Opportunity to contribute to public protection and professional accountability in healthcare
- Collaborative and supportive work environment
- Employer contributions (matching) to RRSP and health insurance
- Opportunity for role development and advancement

Application Process

Please submit the following by Monday, September 14 via email to reception@nsrdda.ca:

- A letter of interest
- A resume or C.V.
- Contact information for two professional references (who will only be contacted for candidates in the final round of the search)

Next Steps

- Initial Microsoft Teams interview for select candidates during the week of August 31
- Selection of shortlisted candidates (who will be required to provide criminal record and vulnerable sector checks)
- Final in-person interview for shortlisted candidates which will include a skills assessment related to the role (e.g., Microsoft proficiency)
- Reference checks for successful candidate

The NSRDDA is committed to principles of EDIRA (equity, diversity, inclusion, reconciliation and accessibility) by recognizing diverse cultural experiences and removing barriers to participation to support fairness for all. We encourage individuals from all backgrounds to consider applying.