

Career Opportunity

The College of Dental Hygienists of Ontario seeks to fill the position of Executive Assistant.

About the College of Dental Hygienists of Ontario

The **College of Dental Hygienists of Ontario (CDHO)** is the regulatory body for over 13,000 registered dental hygienists in Ontario. Our office is located at Yonge and Bloor in Toronto, Ontario.

The College's mission is to regulate the practice of dental hygiene in the interest of the overall health and safety of the public of Ontario. As such, Ontarians can expect to receive quality oral health care and dental hygiene services from health professionals who are registered with the CDHO. All of the College's activities ensure that clients have access to safe, ethical and high quality dental hygiene care.

Job Title: Executive Assistant
Reports to: Registrar/CEO
Closing Date: Monday, February 13, 2017

Position Overview

Reporting directly to the Registrar/CEO, the Executive Assistant provides executive support and serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the Registrar. The Executive Assistant also serves as a liaison to the Council and senior management teams; organizes and coordinates executive outreach and external relations efforts; and oversees special projects.

The ideal candidate will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Executive Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

Key Responsibilities

Executive Assistant

Completes a broad variety of administrative tasks for the Registrar/CEO including:

- Managing an active calendar of appointments;
- Completing expense reports;
- Drafting and preparing correspondence and briefing notes;
- Arranging and organizing meetings, agendas, taking and transcribing minutes;
- Providing a bridge for smooth communication between the Registrar/CEO's office and internal departments;
- Working closely and effectively with the Registrar/CEO to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately;
- Managing a variety of special projects for the Registrar/CEO;
- Prioritizing conflicting needs;
- Handling matters expeditiously, proactively, and follow-through on projects to successful completion, often with deadline pressures;
- Managing and maintaining Council's governance documents;
- Coordinating annual elections for Council positions.

Qualifications

Preferred candidates will demonstrate experience and qualifications in the following areas:

- Experience as an executive assistant;
- Experience in a role requiring a high degree of confidentiality;
- Experience working in a regulatory environment;
- Proficient in MS Office applications (especially Word, PowerPoint, Excel, Outlook);
- College diploma in office administration or equivalent education an asset;
- Project management;
- Excellent communication skills (verbal and written);
- Oral and written French language skills and abilities are also considered an asset.

Qualified candidates are invited to apply by submitting their resume and cover letter via email to: careers@cdho.org no later than **Monday, February 13, 2017**. No phone calls please.

This is a full-time role based in our downtown office location. The College of Dental Hygienists of Ontario (CDHO) welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. We thank all candidates for applying, however, only candidates being considered will be contacted.