



POSITION DESCRIPTION

Position Title: Office Coordinator

Position Category: Employee Full-Time

Department: Operations

Work Arrangement: Vancouver, with the possibility of occasional trips to Victoria. Due to the nature of the role, there is limited flexibility for hybrid work.

Territorial Acknowledgement

The offices of the College of Health and Care Professionals of British Columbia (CHCPBC) are located on the ancestral and unceded territories of the Coast Salish Peoples — specifically, the x^wməθk^wəyəm (Musqueam), Sk^wxwú7mesh (Squamish) and səliwətał (Tsleil-Waututh) Nations — the lək^wəŋən (Lekwungen) Peoples — represented today by the Songhees and x^wsepsəm (Esquimalt) Nations — and the WSÁNEĆ (Saanich) Peoples — including the BOKKÉĆEN (Pauquachin), STÁ,UTW (Tsayout), WJOLÉLP (Tsartlip), and WSÍKEM (Tseycum) Nations.

Position Summary

The Office Coordinator is responsible for ensuring the smooth operation of daily administrative and office functions. This role supports the college by managing office logistics, coordinating resources, and maintaining an organized and efficient work environment. Key duties include overseeing office supply inventory, organizing meetings and events, assisting with communications, supporting various departments, and liaising with vendors and service providers. The position requires a proactive and collaborative approach, high level of organizational ability, effective communication skills, and use of technology to support day-to-day operational needs.

Supervisory & Reporting Responsibilities/Relationships

Reports to: Executive Director, Operations

Direct supervision: N/A

Duties & Responsibilities

1. Supply management and procurement: managing and ordering office supplies, equipment, business cards, branded items, etc.
2. Organizing the CHCPBC calendar, and scheduling meetings, appointments, meeting room bookings and staff activities.



3. Correspondence management: prioritizing college info emails, phone calls, mail, and document preparation.
4. Event coordination: Assisting with office decorations for special occasions; contributing to creating an inviting environment at the office, planning and organizing staff events.
5. Supporting various departments with creation, distribution, and filing of documentation, record-keeping, data entry, information management.
6. Vendor relations: booking, meeting and coordinating with vendors.
7. Travel arrangement and bookings for college staff.
8. Assisting with onboarding new staff, training on office policies, office tours, and providing general support to ensure smooth day-to-day operations.
9. Assisting with offboarding departing staff (i.e., collect assigned equipment, access cards, etc.)
10. Office management support to Victoria office.
11. Contribute to the review and analysis of operational processes to identify and implement opportunities for improvement.
12. Other supportive duties to support the CHCPBC team may be assigned.

Qualifications

1. A diploma or certification in office administration, business administration, or a related field is preferred. Equivalent experience may also be considered.
2. At least 2–3 years of experience in an administrative or office coordination role. Experience with a regulator or working in a regulatory environment is preferred.
3. Strong organizational and multitasking skills.
4. Proficiency in office management software (e.g., MS Office Suite, scheduling tools).
5. Excellent written and verbal communication skills.
6. Excellent attention to detail and accuracy.
7. Demonstrated ability to maintain confidentiality and discretion.
8. Ability to manage supplies, coordinate schedules, and maintain records accurately.
9. Strong interpersonal skills to interact effectively with staff, vendors, and external partners.
10. Problem-solving skills and the ability to work independently or as part of a team.
11. Familiarity with office equipment and basic troubleshooting.
12. Willingness to deal with unexpected situations outside of core business hours.
13. Occasional travel to support the Victoria office may be required.
14. Awareness of the *Health Professions Act* and *Health Professions and Occupations Act* and their application to the work of CHCPBC.
15. Awareness of the *Declaration on the Rights of Indigenous Peoples Act* (2019) and Action Plan (2022-2027) and their application to the work of CHCPBC, including awareness of a distinctions-based approach related to Indigenous Peoples.
16. Awareness of and commitment to learning and understanding the Truth & Reconciliation Commission's 94 Calls to Action (2015), the In Plain Sight Report's 24 recommendations specific to healthcare in BC (2020), and the 231 Calls for Justice in Reclaiming Power and Place: National Inquiry into Missing and Murdered Indigenous Women & Girls Final Report (2019) and how they intersect across the health care system.



17. Commitment to ongoing learning related to Indigenous cultural safety and humility.

The College values and celebrates diversity. We acknowledge the uniqueness of every individual and that employing people who reflect a spectrum of skills, background, identity, and lived experience is essential to our success. We value our employees who identify with diverse groups including but not limited to, people who self-identify as First Nations, Métis or Inuit/Inuk, Black or racialized persons, women, 2SLGBTQIA+, and gender diverse, disabled and neurodivergent people. We are committed to fostering an open, welcoming and inclusive work environment where we value and respect diverse perspectives. We aspire to employ and support our staff who are representative of the diverse BC communities which we serve.