



The College of Physicians and Surgeons of Saskatchewan (CPSS) is looking for a **Registration Administrator** to join our registration services team.

The Opportunity

Reporting to the Director, Registration Services, the Registration Administrator is responsible for a variety of registration and licensing processes (physician licensure, medical corporate licensure, renewal, revalidation and assessment) to facilitate registration specific determinations.

Key Responsibilities

- Receives, tracks, monitors, reviews, interprets, stores and audits information and data related to files and cases for determining registration eligibility.
- Manages and maintains e-mailboxes and files in compliance with related procedures.
- Receives, screens and responds to requests ensuring the information provided is accurate and complete.
- Ensures all required documentation and data are collected in a comprehensive file to facilitate case assessment and final determination.
- Escalates complex files to the Director of Registration Services and/or other internal stakeholders as per internal processes.
- Communicates with applicants, physicians, and representatives of the College of Medicine, regional health authorities and/or physician offices to obtain general information and/or documentation in a timely manner.
- Prepares and distributes documentation and forms related to registration, licensing, medical corporations, practice assessments and supervision, SIPPA and certificates of standing.
- Locates information and compiles a variety of statistical, tracking and benchmark reports, graphs, tables, records and documents for Registration Services.
- Prepares a variety of correspondence, presentations, agendas and documents related to Registration Services.
- In consultation with Finance, prepares and processes registration related invoices, payments and receipts.

What you have

- A minimum of one-year business college diploma from a recognized institution combined with at least 3 - 5 years of relevant work experience.

- An ability to deal courteously and effectively with a broad range of internal and external contacts in person, on the telephone and via electronic communication.
- An ability to establish and maintain respectful, productive working relationships with co-workers.
- A current understanding, or the ability to quickly acquire an understanding, of the regulatory framework and the business environment.
- An ability to apply sound judgement and interpretation in the handling of files and confidential information.
- A proficiency in Microsoft applications, database software and multiple other computer programs.
- The knowledge to operate a variety of office equipment.
- A high degree of accuracy and efficiency in data entry and data monitoring.

About CPSS

The College of Physicians and Surgeons of Saskatchewan exists to serve the public by regulating the practice of medicine and guiding the profession to achieve the highest standards of care. CPSS is a statutory, professionally-led regulating body established by legislation of the Government of Saskatchewan and charged with the responsibility of licensing properly qualified medical practitioners; developing and ensuring the standards of practice in all fields of medicine; and investigating and disciplining of all doctors whose standards of medical care, ethical or professional conduct are questioned.

We offer an excellent compensation package which includes:

- Competitive salary
- Excellent pension plan
- Comprehensive benefit package that includes health and dental plan, life insurance, short-term and long-term disability insurance and annual health and wellness allowance
- Generous leave provisions including vacation days, sick days, personal obligation days, earned days off
- Free on-site gym and ample electrified parking
- Development opportunities

Application Process

Please submit your resume and a cover letter no later than June 19, 2020 at 4:00 pm. Only those candidates selected for an interview will be contacted.