

**Administrative Assistant
Full Time Permanent Position
St. John's, NL**

The Newfoundland and Labrador College of Social Workers (NLCSW) is established by legislation to regulate the practice of social work in Newfoundland and Labrador. One of the largest health professions in Newfoundland and Labrador, there are more than 1,800 Registered Social Workers practicing throughout all regions of the province.

We currently have an opening for an energetic, people and detail oriented Administrative Assistant to join the NLCSW team. The Administrative Assistant will perform responsible administrative work of a diversified and confidential nature to assist and support NLCSW staff in carrying out the goals and objectives of the College. The Administrative Assistant will also serve as the first point of contact for NLCSW registrants and the public.

Your contributions to the NLCSW team will include:

Registration

- Assist in the completion of registration applications/renewals including issuing login details, responding to registration inquiries, and providing technical support for the online registration system
- Review completed registration files and complete processing when approved
- Oversee NLCSW's electronic practice approval process
- Maintain a record of payroll deduction fees from employers

Administrative Support

- Support the work of NLCSW's board and committees by scheduling and preparing meeting spaces, recording meeting minutes, distributing meeting packages, and completing event registration
- Co-ordinate travel arrangements
- Coordinate reception activities including greeting visitors, providing information, redirecting inquiries
- Format and proofread documents
- Coordinate document and file management
- Assist with the distribution of NLCSW communications
- Serve as a liaison with outside vendors and contract staff
- Perform data entry using Access and Excel
- Perform financial duties including processing credit card transactions, issuing refunds, and financial file management
- Maintain and reorder routine office supplies
- Other duties as assigned

What you will need to be successful in this position:

The Administrative Assistant position requires sound knowledge and skills in the areas listed below. This would normally be acquired through the completion of a 2 - 3 year post-secondary diploma in office administration supplemented by 2 - 3 years of related experience.

- Proficient in Microsoft Office Suite
- Ability to use all modern office equipment
- Solid verbal and written communication skills
- Strong time/project management skills with the ability to prioritize tasks
- High attention to detail
- Professional attitude

Why work for NLCSW?

We offer a positive work environment including a competitive salary, benefits package, and hybrid working environment (onsite at the St. John's office and remote work). We also support professional development.

NLCSW is an equal opportunity employer.

The NLCSW is an equal opportunity employer and embraces a culture committed to an inclusive work environment. There is an understanding that we all come from different backgrounds bringing in unique perspectives and experiences. All applications are welcome. Please let us know if you require any accommodation in the application and interview process.

Qualified applicants are invited to submit a cover letter and resume to careers@nlcsw.ca . We appreciate the interest of all applicants but only those selected for an interview will be contacted.

Closing date: February 7, 2025