

LEGAL ADMINISTRATIVE COORDINATOR

THE JOB:

The Legal Administrative Coordinator is responsible for providing a wide variety of administrative services to contribute and support the efficient and professional operation of the Registrar's Office.

Reporting to the Registrar, this is a full-time position working from Monday to Friday from 8am – 4pm with the occasional change in work schedule to meet operational needs.

Key Areas of Responsibility

- Coordinate all particulars of ASTTBC statutory committees including the preparation and distribution of all documents associated with meeting agendas, draft motions, minutes, and correspondence within the required time frame; organizing event space and catering for meetings, assisting with travel needs, and other administrative functions;
- Monitor and maintain committee governance including updates to the Governance Policies, Terms of Office and tracking of ASTTBC policies;
- Keep registrants and volunteers informed on the work of statutory committees & organizational activities (post-committee documents to webpage, organize webinars);
- Coordinate and facilitate meetings and events with internal and external stakeholders falling within the scope of regulatory and compliance regime functions;
- Provide support to Registrations including assisting with public inquiries, correspondence preparation, data base maintenance, statistical reporting, and other administrative support;
- Assist Communications with corporate outreach messaging to registrants, employers, and other internal and external stakeholders;
- Track and maintain files, records and documents;
- Assist with cross-functional departments as needed; and,
- Other duties as assigned by the Registrar or designate.

WHO YOU ARE:

The ideal candidate will have the following qualifications:

- Minimum 3 years of administrative assistant/coordinator experience working in a law firm, legal department or regulatory environment.
- Strong organizational skills, able to effectively prioritize and handle multiple tasks.
- Critical thinking skills, high level of initiative, and proactive approach to problem solving.
- Strong attention to detail and accuracy
- Excellent verbal and written communication skills.
- Excellent interpersonal skills and the ability to effectively communicate and interact with a variety of stakeholders.
- Advanced proficiency with Microsoft Office Programs (Word, Excel, Outlook), Adobe Acrobat Pro, and familiarity with web-based communications and database systems.

WHO WE ARE:

ASTTBC was established in 1958 and is the provincial regulatory body responsible for regulating applied science and engineering technology professionals in BC under the new *Professional Governance Act*.

ASTTBC supports registrants' adherence to its bylaws and standards of practice designed to safeguard British Columbians and the environment. By holding ourselves to higher standards of competencies, innovation, collaboration, and accountability, we are helping to build a vibrant healthy future for British Columbians.

ASTTBC is committed to our core values of professionalism, accountability, integrity and inclusion and adhere to the principles of inclusion, diversity, justice, and equity.

WE OFFER:

We offer a compensation package that includes:

- Competitive salary.
- Comprehensive benefits plan including a group retirement program.
- Flexible, balanced and hybrid work environment.
- Work with a great group of people who are invested in the organization.
- An inclusive and respectful workplace where people are appreciated.

TO APPLY:

Please send your cover letter and resume along with salary expectations to Human Resources at hr@asttbc.org. Closing date is August 22, 2022 or until filled.

Please note the selected candidate will be required to submit to a criminal record check.

ASTTBC thanks all applicants for their interest, however, only those selected for an interview will be notified.