



Business Support Specialist

The **Business Support Specialist** is a skilled 'executive support' office administrator, with strong communications skills. They will provide administrative and communications support for the strategic and operational initiatives of the National Dental Assisting Examining Board. Core areas of responsibility include:

Support to the CAO/Registrar for:

- Board of Director activities, scheduling, preparation and reporting
- Strategic communications as assigned
- Expense and accounting systems
- Human resource requirements, hiring, records and reporting
- Government filings, audit preparation, etc. (logistics)
- Research and discovery
- New projects

Support to the operations team for:

- Logistics to support NDAEB committees including scheduling and minutes
- Quarterly report compilation, formatting and distribution
- Communications updates including web, media updates (ex, LinkedIn)
- Document formatting and review
- Peak period support to NDAEB operations such as:
 - registration
 - financial reporting and reconciliation
 - travel expenses
 - vacation coverage

This is a **new** position with our organization.

We are seeking a great team member who is a positive person and excited about adding their skill sets to ours. If you are a skilled/experienced office administrator with strong communications skills, and demonstrate a **high level of attention to detail**, then we encourage you to apply. Please include the following with your application:

- Cover letter
- Current resume including office admin skills

Preference will be given to candidates who have office administration experience and/or certifications. Proficiency in both French and English is an asset.

The **Business Support Specialist** will join our administration team, and salary for this position is commensurate with experience and is competitive within a not-for-profit workplace.

Apply to jflemming@ndaeb.ca at the National Dental Assisting Examining Board by April 14th, 2022.