

# College of Dental Surgeons of Saskatchewan

Job Description – Coordinator, Licensing & Registration

## Position: Coordinator, Licensing & Registration

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**Position Profile:** The Coordinator, Licensing & Registration is responsible for maintaining the membership database for the College of Dental Surgeons of Saskatchewan. This position coordinates the process for the collection and maintenance of information related to licensing individuals and professional corporations.

**Position Reports to:** Executive Director

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### MAJOR RESPONSIBILITIES

#### Coordination of the registration and licensing processes

1. Receives reviews approves and records new and renewal licensing applications.
2. Provides Certificate of Standing for dentists moving to another province.

#### Supports membership services

1. Posts job ads for members and collects and processes payments.
2. Receives the annual Fee Guide, processes, and mails orders for the Guide to members.
3. Receives and processes Radiation QA Kit orders and sends to members.

#### Office administrative duties

1. Updates and maintains the organization's website.
2. Is a resource person on IT problems for the office.
3. Assists accounts payable and accounts receivable functions.
4. General receptionist duties.

### KEY JOB-RELATED REQUIREMENTS

- **Experience:** Three years of office administrative experience ideally in a professional office.
- **Computer and technology skills:** Proficient with using MS office software and membership database software.
- **Communication skills:** Excellent customer service and interpersonal skills.
- **Organizational skills:** Strong organizational skills and ability to establish priorities and multi-task.
- **Confidentiality:** Maintains and respects confidentiality on all College matters.

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### CORE COMPETENCIES

- **Service excellence:** Is dedicated to providing superior service to stakeholders.
- **Team orientation:** Uses individual strengths to improve team results. Creates strong morale and spirit in the team.
- **Communication & interpersonal skills:** Communicates effectively and collaboratively with a diverse and broad group of stakeholders.
- **Leadership:** Demonstrates self-leadership through fairness, integrity, and ethics.
- **Problem-solving/Decision-making:** Can take initiative and solve problems within boundaries of responsibility, policies, and procedures.

Send resume with cover letter to [careers@saskdentists.com](mailto:careers@saskdentists.com) by October 7, 2022.