

Career Opportunity: Administration and Registration Specialist

Like you, we know there's nothing better than
the power of a great team!



The right individual can make all the difference—could that be you?

If you thrive in a dynamic environment, are passionate about contributing to a team's success, and excel at delivering exceptional service, this opportunity could be perfect for you.

At the Alberta College of Medical Diagnostic and Therapeutic Technologists, we are an innovative and collaborative team dedicated to protecting the public interest and ensuring the safe, competent, and ethical delivery of diagnostic and therapeutic care. Our 2,500+ registrants serve across five distinct professional specialties within two key groups: Medical Radiation Technologists (MRTs) and Electroneurophysiology Technologists (ENPs).

Find out more about the College at <https://acmdtt.com/>

About the Role

In this role, you will provide essential support to our leadership team, manage administrative tasks, and assist with regulatory processes.

Key responsibilities:

- Managing correspondence and document handling.
- Organizing and maintaining physical and digital filing systems.
- Responding to registration and continuing competency inquiries.
- Supporting registration and competency processes and teams.
- Providing administrative support to the Registrar/CEO, including scheduling and correspondence.
- Assisting in planning and organizing meetings, workshops, and webinars.

The Right Person

To excel in this role, you will be known for your professionalism and work ethic as an administrative professional and office gatekeeper. You will bring:

- Proven experience in administrative and/or regulatory support roles.
- Strong organizational skills with attention to detail and the ability to manage multiple tasks.
- Experience with the Alinity database or similar, including generating reports.
- Excellent communication and listening skills, with clear written communication.
- Proficiency in Microsoft Office Suite and Teams.
- A basic understanding of health regulations and regulatory procedures (training provided if necessary).
- A collaborative mindset, individual accountability, and respect for confidentiality.

Compensation, Benefits, and Work Environment

This full-time role offers competitive compensation, health and dental benefits, annual vacation, and a holiday break at the end of December. Our supportive work environment is designed to help you succeed.

Apply with a Cover Letter and Resume to careers@acmdtt.com by March 6, 2025.

We thank all applicants for their interest. Only those selected for an interview will be contacted.