

## Career Opportunity: Regulatory and Administrative 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?

### About Us

The Alberta College of Medical Diagnostic and Therapeutic Technologists (ACMDTT) is a health profession regulator committed to protecting the public by ensuring our registrants meet high standards of practice. We oversee the registration, continuing competence, and professional conduct of medical diagnostic and therapeutic technologists in Alberta.

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

### About the Role

Are you highly organized, detail-oriented, and passionate about supporting regulatory excellence? Join our team as a **Regulatory and Administrative Specialist**, where you'll play a vital role in ensuring the integrity of our registration and regulatory processes while keeping day-to-day operations running smoothly.

This position is the first point of contact for registrants regarding regulatory and registration matters. You'll help maintain compliance, accuracy, and professionalism in all interactions and documentation, contributing directly to our mandate of protecting the public interest.

### Key Responsibilities

#### Regulatory Support

- Respond to inquiries related to registration and continuing competence via email, phone, and in person.
- Review registration applications and Continuing Competence Program (CCP) submissions for completeness and compliance.
- Support audits and reviews of CCP, practice hours, and professional liability insurance.
- Process registration applications in accordance with organizational policies.
- Assist in drafting and distributing regulatory notices and communications.
- Maintain accurate and confidential registrant data in the database.
- Provide coverage for the Registration Manager during absences.

## Corporate Administration

- Answer and direct incoming calls, ensuring timely and accurate message delivery.
- Perform general administrative tasks including correspondence and document management.
- Maintain organized filing systems (both physical and digital).
- Monitor and order office supplies; assist with equipment maintenance.
- Support planning and logistics for meetings, workshops, and webinars.
- Assist with travel arrangements for management as needed.

## Qualifications

- Minimum 5 years of experience in an administrative role.
- Strong attention to detail and organizational skills.
- Excellent written and verbal communication abilities.
- Proficiency in Microsoft Office and database systems.
- Ability to handle confidential information with discretion.

## Why Join Us?

- Meaningful work that supports public safety and professional standards.
- Collaborative and respectful team environment.
- Opportunities for professional development.
- Competitive compensation and benefits.

## Application Details

- All applicants must submit a **cover letter and resume**.
- Applications will only be accepted **via email** at: [careers@acmdtt.com](mailto:careers@acmdtt.com)
- Closing date: **October 20, 2025**

Please note: **Only candidates selected for an interview will be contacted. Interviews will be conducted in November with a start date of January 5, 2026.**