



The Alberta College of Pharmacists governs pharmacists, pharmacy technicians and pharmacies in Alberta to support and protect the public's health and well-being. We take responsibility for pharmacy practice by setting and enforcing high standards of competence and ethical conduct.

The Alberta College of Pharmacists takes pride in providing a work environment of choice with competitive compensation and benefits.

Registration Administrator (permanent, part-time, 26.25 hours/week)

Under the leadership of the deputy registrar and the supervision of the registration manager, the registration administrator is responsible for supporting and assisting the college's registration and licensure program as well as the overall team. The registration administrator is the first person of contact for incoming questions/concerns from potential and existing registrants about the registration program, and from potential and existing proprietors and licensees about licensing pharmacies. The administrator communicates the college's various registration and licensing policies and procedures and is responsible for resolving inquiries at first contact whenever possible.

Key duties and responsibilities

- Act as a first person of contact for registration and licensing inquiries from the public and registrants and independently resolve registration and licensing questions or concerns when appropriate.
- Clearly communicate registration and licensing requirements to potential registrants, proprietors, and licensees to help them understand what they must do to register or license.
- Register pharmacist and pharmacy technician candidates, including reviewing applications for completeness and following up on any deficiencies, creating and maintaining files, and coordinating website access and final registration.
- License new pharmacies and any administer any changes of ownership, licensees, and relocations or renovations.
- Administer the internship programs.
- Enter new and manage existing records on the registrant and pharmacy databases.
- Administer fee payments.
- Administer annual renewals and audits for professional declarations for registrants and pharmacies.
- Perform occasional back up reception coverage.

Education and experience requirements

- Completion of a college diploma in office or business administration, and
 - Two to three years experience in a similar role, or
- An equivalent combination of education and experience may be considered.

Desired skills and proficiencies

- Excellent written and verbal communication skills
- Demonstrated excellence in customer service
- Detail oriented and accurate

- Strong analytical and problem solving capabilities
- Strong planning capabilities and organizational skills
- Commitment to teamwork and ACP team values
- Ability to be self-motivated and work independently
- Intermediate to advanced skills in MS Word and Excel
- Familiarity with relational databases

Submit resumes to: Lynn Paulitsch
Operations and Finance Director
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