



Administrative Assistant – Licensing and Registration

Professional Engineers Ontario (PEO) governs over 83,000 licence and certificate holders and regulates professional engineering in Ontario by administering the *Professional Engineers Act* to serve and protect the public.

PEO has an immediate opening for an Administrative Assistant on a regular full time basis. Reporting to the Registrar, this challenging opportunity is responsible for a wide range of complex administrative tasks involving a high level of professionalism and trust, given the exposure to confidential/sensitive information where disclosure might have a significant impact on internal and external stakeholders.

Major responsibilities include:

- Providing administrative support and assistance to the Licensing and Registration department in creating, drafting and formatting all correspondence, assembling and distributing reports and maintaining staff attendance records.
- Provide administrative support and attend Committees' business meetings and prepare meeting minutes.
- Assist with preparation of Briefing Notes for Council.
- Provide necessary licensing support to the licensing managers.
- Assist with the arrangement of Canadian Engineering Accreditation Board (CEAB) General Visits by preparing correspondence on behalf of the Licensing and Registration department.
- Complete monthly licensing process by entering necessary data to produce Registrar's Approved List.
- Track complaints from applicants regarding PEO's licensing process.
- Make meeting arrangements, monitor and record expense reports for the Academic Requirements Committee and Experience Requirements Committee members.
- Run Provisional Licence reports and prepare letters to applicants who qualify.
- Prepare statistical reports as needed.
- Maintain departmental Form Letters.

This hands-on position requires the ability to multi-task and prioritize in an ever-changing strategic environment, excellent interpersonal skills and ability to work independently and in a team capacity. The successful candidate will have post secondary education and five plus years of experience in a senior secretarial/administrative role, along with excellent oral and written communication skills, and will possess superior administrative and organizational skills. Candidates must demonstrate experience with database and office technology.

Qualified professionals are invited to submit, without delay, your cover letter stating salary expectations and resume, in confidence no later than **April 30, 2019**, by email to:

Professional Engineers Ontario
40 Sheppard Avenue West, Suite 101, Toronto, Ontario, M2N 6K9
Email: peopledevelopment@peo.on.ca

We thank all applicants in advance for your interest in our organization



and advise that only those candidates selected for interviews will be contacted.