



Records Clerk

Professional Engineers Ontario (PEO) administers the *Professional Engineers Act* to serve and protect the public interest by licensing Ontario's 80,000 professional engineers and setting standards for and regulating the engineering profession in the province.

PEO has an immediate opening for a Records Clerk on a regular full-time basis. Reporting to the Supervisor, Document Management, this position is responsible for a wide range of tasks, involving a high level of confidentiality and trust, given the exposure to confidential/sensitive information where disclosure might have a significant impact on internal/external stakeholders. Major responsibilities include:

- Research, enter, retrieve, store, maintain, and process PEO records in paper-based, microfilm, and electronic formats.
- Ensure propriety, privileged, private, confidential information is released only to authorized personnel according to PEO's Register policies and procedures and PIPEDA requirements.
- Participate in planning, development, enhancement, and implementation of policies on document management intended to standardize filing, protecting, and retrieving records, reports, and other information contained on various storage media by complying with all regulatory and legislative record keeping requirements for appraisal, receipt, storage, retrieval, and disposition of PEO records.
- Check and update the current Aptify database system for errors or omissions and integrity.
- Entering applicant information in the Aptify system.
- Assist members with logging into/using the online PEO member portal by providing instructions by phone or email; and responding to Applicant, Member and General Public inquiries (by phone and email) regarding PEO matters.

This hands-on position requires the ability to multi-task and prioritize in an ever-changing environment. The successful candidate will possess a college diploma with an emphasis in information management, records management, information science, customer services, or business administration; as well as a minimum of five (5) years' experience in records administration and document management systems and customer service. 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, by **November 10, 2017** 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.