



Admissions Representative

Under the authority of the *Professional Engineers Act*, Professional Engineers Ontario (PEO) governs over 85,000 licence and certificate holders and regulates professional engineering in Ontario. PEO's mission is to regulate and advance the practice of engineering to protect the public interest. Its vision is to be the trusted leader in professional self-regulation.

PEO is seeking to complement the Admissions team with an energetic, organized and reliable customer service professional for a contract full-time Admissions Representative position.

This challenging position will provide effective and efficient file management and monitoring in respect of the professional engineering licence. Major responsibilities include:

- data entry of applicants' academic and personal information;
- checking and verification of application files;
- preparation of files for academic assessment;
- preparation of files for final experience assessment; and
- communication with current and prospective applicants.

Candidates must possess a bachelor's degree, preferably in engineering, science or technology, English or another related field.

For this fast-paced position, preference will be given to those presenting expertise in handling multiple tasks simultaneously, coupled with strong interpersonal skills, tact and good judgment, emphasis on details and accuracy along with proficiency with office software. Candidates must demonstrate experience with database and office technology.

Qualified professionals are invited to submit their resume along with a cover letter stating salary expectations no later than **March 30, 2018**. Please submit by email in confidence to:

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