



ADMISSIONS REPRESENTATIVE (One-year contract)

Under the authority of the *Professional Engineers Act*, Professional Engineers Ontario (PEO) governs over 87,500 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 an Admissions Representative (one-year contract) to complement the Admissions team. The successful candidate will be an energetic, organized and reliable customer service professional.

The Admissions Representative will provide effective and efficient file management and monitoring in respect of the professional engineering licence.

Some key responsibilities include:

- Data entry of applicants' academic and personal information;
- 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 candidates with:

- Expert multitasking skills;
- Strong interpersonal skills;
- Tact and good judgment;
- Commitment to detail and accuracy; and
- Proficiency in office software, as candidates must demonstrate experience with database and office technology.

Qualified candidates are invited to submit their resume along with a cover letter stating salary expectations no later than **August 24, 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