



Admissions Representative

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 to complement the Admissions team with three energetic, organized and reliable customer service professionals for permanent, full-time Admissions Representative positions.

These challenging positions will provide effective and efficient file management and monitoring of applicants seeking the professional engineer 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 individuals with superior multi-tasking abilities, coupled with strong interpersonal skills; tact and good judgment; detail and accuracy; and 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 **February 7, 2020**. 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