

POSITION TITLE: Registration Coordinator

SUPERVISOR: Director of Registration

DEPARTMENT: Admissions

CLASSIFICATION: Full-time

Engineers Geoscientists Manitoba recognizes the importance of building an exemplary labour force that is inclusive and reflective of the population it serves. A focus on equity, diversity, and inclusion is paramount to achieving our success. The Association fosters a work environment that challenges and empowers employees, promotes learning, teamwork, and innovation; and recognizes achievement. Employees aspire to a high-performance culture that is focused on results and combines collaboration and clear direction with scope for autonomy.

HOURS OF WORK: 35 hours per week

- Association office hours are 8:30 a.m. to 4:30 p.m.; Mon-Fri. Typical work week hours may fluctuate depending on the process management functions, employee needs to be flexible to meet the normal demands of the position. Minimal evening and weekend overtime work.
- Flexible Work Arrangements available including time divided between in office, evening, and weekend events, and occasional work from home.

QUALIFICATIONS: Minimum Grade 12 diploma; Administrative Assistant or Business Administration Certificate from a technical Institute, or post-secondary degree is preferred but a combination of education, training, and experience may be considered. Previous administrative experience working in a post-secondary institution or engineering/geoscience services office would be an asset.

Friendly and engaging self-starter with intuitive sense to anticipate needs and goals. Must have strong organizational skills, attention to detail is imperative. Must have excellent customer service skills and attitude, and experience working with diverse populations. Understanding of the Truth and Reconciliation Calls to Action, the MMIWG2S Calls to Justice, and critical race and gender theory considered an asset.

PAY RATE: The Association provides competitive compensation and benefits

REPRESENTATIVE SKILLS

- Strong detail orientation and high standards for quality work.
- Computer proficiency with Microsoft Office including Word, Excel, Outlook, and Teams, and knowledge of SharePoint, Adobe Acrobat, and database management.
- Personable demeanour/excellent customer service orientation.
- Strong communication and interpersonal skills.

- Good file management including electronic file management.
- Ability to maintain a high level of confidentiality.
- Flexibility, goal-oriented, and task driven.
- Additional languages considered an asset.
- Ability to develop timelines and meet deadlines.
- Ability to handle member enquiries with respect, sensitivity, courtesy, and strict privacy/confidentiality.
- Ability to handle multiple projects concurrently.
- Patient, energetic, and enthusiastic, even through repetition.

DUTIES & RESPONSIBILITIES

Scope

Under general direction, the Registration Coordinator receives and processes all applications for professional registration for all Canadian professional members, including mobility and reinstatements, and all temporary license applications.

Application Processing & Registration:

- Receive, coordinate, monitor, and consolidate all documentation and fees for all applications for Professional Registration, Canadian Mobility, Reinstatements, and Temporary Licenses.
- Provide notification to applicants within set deadlines.
- Create database profiles and input data from applications received, along with collecting fees and ensuring the required documentation is submitted for all Canadian mobility, reinstatements, and temporary licenses.
- Respond to inquiries from prospective applicants.
- Prepare mobility applicant verification requests to other regulators and record information in applicant profiles.
- Record and monitor the progress of outstanding applications to ensure the necessary documentation is provided.
- Prepare certificates of licensure and maintain the register of holders of Temporary Licences which also records the expiry dates of the licenses.
- Monitor the expiry dates of all Temporary Licences and contact Licensees in sufficient time for renewal.
- Communicate with the Certificate of Authorization Coordinator regarding member applications that also require Certificate of Authorization applications.

Registration Committee:

- Assist the Director of Registration in compiling documentation for the Registrar or Registration Committee
- Provide primary support to the Registration Committee including scheduling, facilitating, and attending meetings, preparing agendas and minutes, and informing applicants of the decisions.
- Communicate with Member Services for decisions of the Registrar and Registration Committee.
- Complete member verification requests from other regulators.

Administrative Support:

- Monitor and respond to emails including various inboxes, and voice messages.
- Prepare correspondence to applicants.

- Provide support to admissions-related policy, guidelines, and procedure development.
- Provide additional assistance and complete special projects as assigned by the Director of Registration.

OTHER

Good Character

- Must agree to a criminal record check.

Physical Requirements

- Standing and walking for limited periods of time.
- Sitting at a desk for extended periods of time.
- Talking on the telephone for limited periods of time.
- Extensive keyboarding and computer use; eye strain for limited periods of time (related to computer use).

INTERESTED CANDIDATES SHOULD FORWARD A LETTER OF APPLICATION AND RESUME TO:

Manager of Operations

Engineers Geoscientists Manitoba

870 Pembina Hwy,

Winnipeg, MB, R3M 2M7

Info@EngGeoMB.ca

Closing Date: April 28, 2024