



JOB POSTING: Registration Associate

The College of Medical Radiation and Imaging Technologists of Ontario (CMRITO), the regulatory body responsible for regulating the practice of medical radiation and imaging technologists in Ontario, is looking for an energetic, conscientious and detail oriented individual who enjoys making a difference, being part of a team and takes pride in their career, to join our team. Our office is currently operating virtually during the pandemic and will continue to do so until March 2021. During this time, the successful applicant must be able to work remotely. From April 2021 onward, the successful candidate should be prepared to work from our office in downtown Toronto, depending on the situation.

This is a 14 month contract position commencing in October 2020.

JOB DESCRIPTION/RESPONSIBILITIES:

The Registration Associate is responsible for:

- Assisting the Registration Manager in maintaining the register of members
- Assisting applicants and members with accessing the Member & Applicant Portal (MAP)
- Providing support to applicants and processing applications for registration
- Supporting processes for maintaining the registration of members
- Supporting the communications strategy of the CMRITO
- Managing calls and email requests for information to support applicants and members
- Providing back up support and coverage to other program areas
- Supporting the Registrar and Directors in project management as required

REQUIREMENTS/QUALIFICATIONS:

- College Diploma with a specialization in business, regulation, policy, or related field required. University/Bachelor's Degree in a similar field would be an asset
- Proficient in Microsoft Office suite, email and internet
- Experience with Microsoft Dynamics CRM and SharePoint would be an asset
- Requires strong communication skills (both verbal and written), organizational skills (both analytical and problem solving), and the ability to work with confidential documents
- Ability to manage multiple tasks and achieve deadlines under pressure

The CMRITO is an equal opportunity employer and encourages all interested and qualified candidates to apply. Should you require any type of accommodation during the selection process, please advise us. Information received relating to accommodation will be addressed confidentially.

We thank all applicants for their interest, however, only those candidates who most closely match our requirements will be contacted for interview. Candidates must be eligible to work in Canada.

Please send resume to: Nerissa de Vera, Finance and HR Manager at hr@cmrito.org by end of day on October 2, 2020. Please use the subject line: "Application for Registration Associate."