



JOB POSTING: Registration Associate

The College of Medical Radiation and Imaging Technologists of Ontario (CMRITO) is the regulator for medical radiation and imaging technologists in Ontario. We are an effective and collaborative regulator that values integrity, respect, and trustworthiness and is committed to ensuring transparency, professionalism, and equity, diversity, and inclusion. These values shape our organizational culture and are the basis of our decision-making and actions. To learn more about our mandate, see our [website](#).

CMRITO 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 work to join our team in a permanent full-time position. The CMRITO office is in downtown Toronto, but the office is currently working remotely and will be doing so until April 2022. Flexible work arrangements may be available once the office opens again for on-site meetings and work.

JOB DESCRIPTION/RESPONSIBILITIES:

Working under the direction of the Deputy Registrar & Registration Director, the Registration Associate will assist the Registration Manager in supporting members and applicants for registration, maintaining the register of members, and supporting the work of the registration team.

The Registration Associate is responsible for:

- assisting the Registration Manager in maintaining the register of members including assisting with data audits and data management
- assisting applicants and members with accessing the Member & Applicant Portal (MAP)
- providing support to applicants and processing applications for registration
- supporting system processes for maintaining the register of members
- managing calls and email requests for information to support applicants and members
- providing back up support and coverage to other members of the registration team and other program areas, as required
- supporting the Registrar and Directors in project management as required

REQUIREMENTS/QUALIFICATIONS:

- college diploma is required, Bachelor's Degree would be an asset
- a minimum of two years office work experience is required
- previous experience in data management and data audits using common Excel functions, conditions, charts, records for data analysis is required
- stable and consistent internet access to handle video conferencing (over MS Teams) and resources access (Web Browsing) is required

- proficiency in Microsoft Office suite including Word, Outlook and advanced Microsoft Excel knowledge is required
- strong organizational, analytical, and problem-solving skills, with attention to detail, accuracy and the ability to work with confidential materials are required
- proven time management skills and ability to manage multiple tasks and achieve deadlines under pressure is required
- exceptional interpersonal communications skills, both verbal and written, and effective telephone skills and fluency in English are required
- fluency in French would be an asset
- work experience with a regulatory body would be an asset
- experience with Microsoft Teams, Microsoft Dynamics CRM and SharePoint would be an asset
- commitment to customer service
- demonstrated initiative and ability to function both independently and as a team member

Click [here](#) to view the detailed Position Description.

CMRITO offers a competitive compensation and benefits plan that includes a defined benefit pension plan with HOOPP, extended health, dental, life and disability insurance, access to an employee assistance program, learning opportunities and excellent policies regarding vacation, personal, sick, and professional development days.

Salary range: \$62,981 - \$77,420

CMRITO is an equal opportunity employer and encourages all interested and qualified candidates to apply. CMRITO recognizes the importance of diversity, equity and inclusion and welcomes applicants from visible minorities, indigenous people, persons of any sexual orientation, gender or identity and persons with disabilities. Should you require any type of accommodation during the selection process, please advise us. Information received relating to accommodations 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 an interview. Candidates must be currently authorized to work in Canada and must reside in the province of Ontario.

If this opportunity is of interest to you, please send your resume to: Alyssia Tassone, Altis Recruitment at Alyssia@altisrecruitment.com.