

Administrative Assistant - Assessments

The National Dental Examining Board of Canada (NDEB) is the organization responsible for establishing and maintaining a national standard of competence for dentists in Canada. Its mission is to serve the Canadian public, Dental Regulatory Authorities, and dental education institutions by ensuring a valid and reliable evaluation of competence for dentists in Canada.

We have a full-time opportunity for an Administrative Assistant to join our Assessments team. This position is based in Ottawa and will be reporting to the Manager of Assessments. The successful candidate will provide Administrative services to support the operational delivery of assessments throughout their life cycle of planning, material preparation, delivery, evaluation, review, appeal and post assessment processes.

Key Activities

- Assists the Coordinator in developing and implementing procedures and processes to track and control requirements.
- Assists the Coordinator with the preparation of materials, including (but not limited to) the preparation and labeling of typodonts and the preparation and organization of participant specific supporting documentation.
- Enters and updates proposed questions into a database during the assessment development process.
- Assists the Coordinator with packing, verification, and shipping of materials to each Centre, and the receipt, unpacking and verification of materials at NDEB upon completion of the Assessment, to ensure all materials have been received. Reconciles shipments and audits participant documentation upon return to the NDEB office.
- Assists the Coordinator in providing administrative services for evaluation activities.
- Assists the Coordinator in planning and maintaining inventories of supplies needed to administer the assessments.
- Frequent travel to assist in the administration of assigned NDEB examinations and/or assessments.

Qualifications

- 3+ years of experience providing Administrative support
- Highly proficient in Microsoft Office including Word, Excel, and Outlook
- Experience with data entry and database use
- Adobe Photoshop experience and ability to modify images would be considered an asset
- Highly organized and detail oriented
- Excellent verbal and written communication skills in English. French would be considered an asset
- Team player who enjoys working in a high energy environment
- Ability to handle highly confidential data with sensitivity and care

If you have the skills and experience and are interested in applying, please send your resume to cdesbiens@ndeb-bned.ca.

We thank all applicants for their interest. However, only candidates selected for an interview will be contacted. The National Dental Examining Board of Canada (NDEB) is an equal opportunity employer. Accommodations will be provided at all stages of the hiring process; we ask applicants to make their needs known in advance.