

Administrative Support - Examinations

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.

This full-time position is based in Ottawa and will be reporting to the Examinations Team Lead. Your attention to detail and ability to adapt and become proficient in new technologies and programs will be key to your success in this role.

KEY ACTIVITIES

- Tracks and enters data into an electronic system.
- Maintains and ensures the integrity of information in the examination item banks.
- Travels to assist in the administration of NDEB examinations.
- Working closely with the Examinations Coordinator, provides administrative services to support the operational delivery of examinations throughout the life cycle of planning, material preparation, delivery, evaluation, review, appeal and post examination processes; conduct of due diligence throughout all processes, to ensure quality materials and services for candidates taking examinations nationally and internationally.

REQUIRED SKILLS AND COMPETENCIES

- Two to three years of data entry, administrative or related experience
- Superior data entry and proofreading skills
- Strong organizational, interpersonal, and decision-making skills
- Ability to work collaboratively as part of a team
- Strong verbal and written communications skills
- Strong experience using MS-Office products
- Hands on experience with Adobe Photoshop
- Aptitude towards learning new technologies
- Detail oriented
- Bilingual – English and French
- Proven ability to manage multiple tasks/projects at one time
- Proven ability to determine when to take action independently or to partner as a team
- Ability to respect the confidential nature of the business
- Ability to travel and work occasional weekends

ASSETS

- Previous experience working with a testing organization
- Previous experience working with ExamStudio
- Familiarity with HTML

Accommodations will be provided at all stages of the hiring process; we ask applicants to make their needs known in advance.

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.