

Examinations Coordinator

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 full-time opportunity in Ottawa for an Examinations Coordinator to join our team. This position is based in Ottawa and will be reporting to the Examinations Team Lead. Your attention to detail and strong organizational skills will be key to your success in this role.

KEY ACTIVITIES

- Communicate with Chief Examiners regarding the examination development process.
- Coordinate examination development and review meetings including production of required materials.
- Coordinate the administrative details and arrangements with examination centres.
- Organize the production of NDEB examinations.
- Maintain examination databases.
- Process examination results.

REQUIRED SKILLS AND COMPETENCIES

- Three to five years of administrative or related experience
- Bilingual – English and French both written and spoken
- 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
- Aptitude towards learning new technologies
- Detail oriented
- 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
- Hands on experience with Adobe Photoshop
- 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.