



NDAEB • BNEAD

NATIONAL DENTAL ASSISTING EXAMINING BOARD
BUREAU NATIONAL D'EXAMEN D'ASSISTANCE DENTAIRE

204 - 2283 St. Laurent Blvd, Ottawa, Ontario K1G 5A2
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Position: Examination Co-ordinator

Company: National Dental Assisting Examining Board - NDAEB

Type: Full Time Permanent Position

Location: 2283 St. Laurent Blvd. Ottawa, ON K1G 5A2

Hybrid Position: Minimum 4 Days a week at the office – one day from home

Imagine a job where you will be a key player, providing exceptional administrative and organizational services to help innovate, scale, and grow the NDAEB.

Imagine a job where you can utilize your remarkable attention to detail to ensure scheduling of exams is executed correctly and all candidates are registered accurately.

Add a values driven, collaborative and friendly team, a challenging variety of work, and an excellent work life balance and you have imagined a job at the NDAEB.

About the National Dental Assisting Examining Board:

By administering a rigorous registration and examination process we provide assurances that Dental Assistants have met the qualifications to practice in their respective Provinces. We have been a stable examination board since 1997 and we are a tight team that works together to make sure the organization runs smoothly.

The Right Fit:

We have a positive and appreciative workplace and everyone's contribution matters. We have a culture of respect and purpose and we put our heads down to get our work done. We want employees who will thrive in that environment.

You will succeed here if you are:

An Excellent Communicator – You will be communicating with the public and co-workers. Your verbal style must be confident, reassuring, positive, and clear.

Organized – You are self-motivated and manage your time well. As the go-to person for written exam registration and exam site management, you must be able to organize and reorganize your day to meet often conflicting priorities and deadlines.

Detail Oriented – You have a meticulous and careful attention to detail and the ability to review and verify information across multiple timelines.

Flexible – This is a position of many hats. You must be flexible and willing to help in areas as required.

The Employment Package Includes:

- 35-hour work week
- Prescription, dental and paramedical benefits
- A monthly RRSP contribution
- We also offer a competitive compensation package including a salary of 65K to 72K depending on experience
- Paid vacation
- Personal and paid sick days
- Professional Development Fund
- Limited Hybrid working from home model

The Position:

Examination Co-ordinator- We are seeking an experienced administrative professional to provide ongoing support to candidate examinations and registration. You come from a dental assisting or regulatory background, ideally you hold the NDAEB certificate, and you can effectively manage each aspect of your workload.

Under the direction of the Registrar, you will:

- Administer proper candidate screening
- Approve and oversee the registration process
- Provide analysis of all registration and examination materials
- Co-ordinate all activities to properly administer exams in each provincial jurisdiction
- Provide application management from first point of contact to NDAEB certification
- Execute Testing Center co-ordination
- Oversee examination systems
- Provide administrative support to multiple managers
- Review Third Party examination costs

What makes you the Ideal Candidate?

- Post-secondary degree or diploma in administration, health, or a related field
- Dental assisting or regulatory background, ideally you hold the NDAEB certificate
- At least three years experience in a challenging administrative role
- Bilingual and/or French speaking a definite asset
- Strong professional writing skills. Advanced organizational skills, with ability to manage conflicting priorities and deadlines
- Ability to analyse and ensure accuracy of important registration and examination documents
- Advanced MS Office
- Ability to work effectively under pressure, apply critical thinking skills, and to consistently exercise sound judgment
- Experience in accurate recording, analyzing, and reporting of data with the ability to problem solve and work effectively as a member of a team
- Exceptional customer service skills with comfort dealing with the public over sensitive issues both over the phone and via e-mail
- Experience with dental examination would be an asset
- Experience in candidate/client management systems is helpful

NDAEB an equal opportunity employer. We encourage all qualified individuals who identify as part of an equity seeking group to apply. We are committed to a barrier free, equitable and inclusive, recruitment process and workplace.

How to apply:

Please submit your resume to Katherine Taylor at ktaylor@taylormcmahon.com.

NDAEB, we are committed to fostering a healthy and positive work environment. In accordance with the *Accessibility of Ontarians with Disabilities Act, 2005* and the Ontario Human Right Code, we encourage applications from all qualified candidates and will accommodate applicants' needs throughout all stages of the selection process. If selected to participate in the recruitment and selection process, please inform the representative from Taylor McMahon of any accommodations you may require to ensure your equal participation.