



As a national, non-profit organization, the Royal College speaks for more than 50,000 medical and surgical specialists and resident affiliates. The mission of the Royal College is to serve patients, diverse populations and our Fellows by setting the standards in specialty medical education and lifelong learning, and by advancing professional practice and health care. Located in Ottawa, the Royal College offers a stimulating and professional work environment.

**Data Entry and Validation Assistant
Educational Standards Unit (ESU)
12 Month Assignment, Fulltime**

Do you have an interest in working full-time for the next year? Do you have experience in data entry and quality assurance? Are you self-motivated and have an ability to work independently with a high degree of attention to detail? If yes, here's an opportunity for you!

Position Summary

Under the direction of the manager, Postgraduate Medical Education Accreditation Delivery, you will maintain and update Postgraduate Medical Education institution and program data in the Royal College's databases and digital platforms; update, review and validate accreditation standards documents; and compare documentation in English and French. You will also assist the manager and the Program Manager, Digital Accreditation with various data entry and quality assurance activities which support the delivery of PGME accreditation operations.

You come to us with:

- College certificate in business administration and at least two years of office administration experience or equivalent,
- Fluency in writing and speaking English; ability to comprehend written French coupled with excellent proofreading and editing skills,
- Ability to generate reports and navigate through an online system,
- An understanding of quality assurance to ensure data integrity and accuracy,
- Attention to detail and high level of accuracy,
- Effective organizational and time-management skills,
- Well-developed interpersonal skills and ability to interact with people,
- Intermediate computer skills in database applications; Excel; Word coupled with an aptitude to learn,
- Experience working in a medical environment and/or knowledge of medical terminology.

How to get noticed?

Please forward your résumé, covering letter and salary expectations by **April 23, 2021** to careers@royalcollege.ca
To ensure the hiring committee reviews your application, quote posting *JD206-403, last name, first name* in the email subject line.

We sincerely thank all applicants for their interest; however, we will only contact those under consideration. An eligibility list may be established for similar positions of various tenures. The list will be retained for a maximum period of 18 months.

We are dedicated as an organization to adhere to public health guidelines in support of our employees and their families. As such, we have recently extended our remote work arrangements for most of our teams. This

assignment would permit remote work from Ontario or Quebec. Should public health restrictions be lifted, you may need to travel to Ottawa, Ontario for select meetings. Flexibility is key in our new world.

Royal College is committed to the principles of equity, diversity, and inclusion in its learning, work environments and in its operations. We encourage applications from traditionally marginalized groups. We believe in and promote the rights of all persons with disabilities as outlined in the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA 2005) and its related Accessibility Standards Regulations. To meet this obligation, the Royal College will make appropriate accommodations available. As required, please inform People Services of the nature of any accommodation(s) that you may require to ensure your equal participation.

[Click HERE](#) to learn about Royal College and visit us at royalcollege.ca

Band #3

Starting salary ranges from (\$21.32-\$24.96)

