



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.

Exam Logistics Coordinator

The McLaughlin Centre for Evaluation (TMCE), Exams

1 Permanent and 1 Temporary Assignment

An eligibility list may be established for similar positions of a temporary and permanent nature for a one year period.

Do others describe you as organized, detail-oriented and accurate? Are you a strong communicator who enjoys interacting with others? Are you passionate about providing great service? Do you thrive in a fast-paced, busy environment? If yes, this role is for you!

Position Summary

Under the direction of Team Lead, Exam Logistics, you will be responsible for providing logistical support to the planning and execution of examinations for specialties. You will review and make recommendations to complex spring and fall examination calendars, as needed, and work with Chairs and Exam Facilitators to plan the setup of examinations and ensure all working documents are accurate and updated. Your expertise in designing the setup blue print which outlines logistics, equipment and set-up needs is an important component of this position.

Using your strong interpersonal and communication skills, you will assist in the organization and facilitation of detailed orientation and training sessions and oversee remote exam support staff.

The working environment is the Royal College headquarters and will require the use of virtual technology tools. Overtime is required during weekdays and some weekends during the examination period of March-June and September-November.

We are committed 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 to September 24, 2021. Flexibility is key in our new world. Connect with us to learn more.

You come to us with:

- Diploma in Business Administration, Meeting and Event Planning, related field or equivalent experience.
- Three years of directly related experience in a medical or educational environment or event planning. Project management and business writing skills.
- High level of motivation and an ability to observe deadlines and manage priorities.
- Demonstrated time management and problem solving skills.
- Excellent attention to detail, accuracy and strong organizational skills.
- Ability to work independently and as a member of team.

- Committee management experience and strong interpersonal skills.
- Training, coaching and/or public speaking experience.
- Ability to read, analyze, and interpret general business communication, professional journals, and technical procedures.
- Ability to use virtual technology tools, such as Zoom, MS Teams, WebEx.
- Experience with event management software such as USI and Smart Draw software for floor plans would be considered an asset.
- Ability to collaborate and work in a team work environment.
- Bilingualism is an asset - excellent written and verbal English skills are required and written and verbal French skills are an asset.

To apply, please forward your résumé, covering letter and salary expectations by **January 19, 2021** to careers@royalcollege.ca. To ensure the hiring committee reviews your application, quote posting *JD971, 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.

Royal College is committed to building an inclusive and accessible learning and working environment. 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 commitment, 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](#) to learn about Royal College and visit us at royalcollege.ca

Starting salary ranges from (\$48,764.00 -\$55,832.00)

