

Engineers Yukon Registration Coordinator Position Profile

This position reports to the Engineers Yukon Executive Director.

Tasks include, but are not limited to:

1. Administration

- maintain public office space(s) to a professional office standard with an awareness of maintaining confidentiality of information, order and security
- confidently respond to and document requests from registrants, Council and Engineers Yukon committee members
- receive all NAOG correspondence & respond with assistance from E.D.
- review files uploaded to NAOG shared workspace & act upon those affecting Engineers Yukon and/or our members
- represent Engineers Yukon at National Admissions Officials Group (NAOG) mtgs
- participate in NAOG conference calls
- put together Council agenda packages and upload to SharePoint for Council & Officers to review (if the admin assistant is not available to do so)
- support Council meetings by printing or copying material for meetings, arranging hospitality, setting up the Boardroom and ensuring the Boardroom is put back in order after meetings (when admin assistant is not available to do so)

2. Registration

- provide guidance to staff when queries about registration arise
- ensure that all registration processes and procedures are completed in a timely manner in accordance with the Act, Regulations, Bylaws, and Policies of Engineers Yukon
- respond to registration inquiries in a timely manner
- provide information to applicants & companies seeking registration, maintain confidentiality of registration files, and assist the Registrar with the maintenance of files and the register in accordance with Engineers Yukon legislation
- review all new applications received to ensure all documents are in order and P2P applications are signed by the authorized signing officer
- process all completed applications in a timely manner
- process pre-applications for first time registration & assign verification codes
- prepare new application files for review/approval by the BOE
- type up Board of Examiners meeting minutes
- call Board of Examiners meeting on a monthly basis (can be more frequent if needed based on number of applications received)
- send email resolution to Council to obtain approval of P2P applications recommended for approval by the BOE
- assign membership numbers for all approved applicants
- enter new members (all membership types) into online database upon receipt of initial annual fee payment
- review Permit holder change requests to ensure all documents are in order and request has been signed by authorized signing officer; contact Permit holder if additional information is required
- process completed Permit holder requests, in a timely manner
- upon request issue Permit to Practice annual certificate and send to Permit Holder
- prepare Out of Province list for annual distribution to National Discipline & Enforcement Officials Group members

- upon receipt of written request process email address changes so members & permit holders can gain access to the online system to make any other necessary contact information changes themselves (Note: Permit Holder request must come from C.O.O. or Authorized Designate)
- responsible for maintenance of the Engineers Yukon database including accurate and timely data entry, preparing reports, responding to survey requests, exporting data to a National Database
- responsible for maintaining the integrity and security of all registration files
- shall be familiar with and apply all relevant policies and legislation regarding protecting the privacy of the information collected by Engineers Yukon
- maintain the integrity of Engineers Yukon registration information contained in the Engineers Canada National Membership Database
- order office supplies as needed
- receive applications, send and file acknowledgment of receipt, request further information or documents if needed, and set-up new files (when admin assistant is not available to do so)

3. Communications/Functions

- provide guidance to staff when email queries arise
- coordinate processing of communications to membership through online database management system
- coordinate updating of information and/or documents on the Engineers Yukon website

4. Financial

- receive applicant fee & initial member/Permit holder payments
- organize credit card payments for processing
- process credit card payments received for applicant fees & initial member/permit holder fees; contact applicant/member if any payments are declined and follow up to ensure missing or corrected information is received so that payment can be processed successfully
- advise the Executive Director and Registrar of delinquent accounts that may require enforcement and/or Council action
- reconcile deposits received from Bambora transactions monthly (payments made by members/Permit Holders online)
- maintain the integrity and security of all financial information and files

5. Other Duties

- any other duties as assigned by the Executive Director necessary to support the affairs of Engineers Yukon