



## **CAREER OPPORTUNITY: Associate Licensure & Professional Corporations**

### **About Us**

The College of Veterinarians of Ontario regulates the delivery of veterinary medicine in Ontario. All veterinarians who practice in Ontario must be licensed by the College. In serving the public interest, the College seeks to understand the risks involved in the practice of veterinary medicine and collaborates with partners to develop solutions which reduce the potential for harm to animals and people.

We are seeking an enthusiastic individual to join our Licensure team. As our newest Associate, you will provide support to licensure applicants and licensed members of the College, process applications for licensure, oversee our professional corporation application and renewal process, and ensure our accuracy of our member database.

### **Working at CVO**

This is a full-time, permanent position that offers a comprehensive total rewards package, and a collaborative, hybrid working environment. Our office is located in Guelph, Ontario and is accessible by public transit.

If you are a collaborative individual looking to build a meaningful career within a non-profit, regulatory organization, we want to meet you!

### **About the Role**

As an Associate, Licensure & Professional Corporations, you will be the key point of contact for applicants seeking to obtain veterinary licensing in Ontario, and for licensed veterinarians undergoing the annual license renewal process. Other duties will include:

- Processing applications for licensure and Professional Corporation certificates of authorization
- Overseeing the annual renewal process
- Issuing correspondence to applicants and members
- Providing quality customer service to members and applicants
- Assisting with the preparation of Registration Committee meeting packages
- Providing administrative assistance to the Principal, Licensure & Professional Corporations
- Providing reception coverage on a rotational basis in cooperation with the CVO Associate team
- Engage in additional projects and duties as required

## **Skills**

- Ability to achieve accuracy in detail-oriented work
- Exceptional customer service and interpersonal skills
- Demonstrated ability to multitask and prioritize work based on organizational needs
- Ability to effectively manage time and workload amid shifting priorities
- Proficiency in Microsoft Office suite

## **Education and Experience**

- College diploma in business administration, or equivalent
- Minimum three years of administrative experience in a professional setting requiring exceptional customer service
- Experience working in a non-profit environment is considered an asset
- Experience working with a cloud database is considered an asset

## **To Apply**

Please apply by email with your cover letter and resume by February 7th, 2025 to [careers@cvo.org](mailto:careers@cvo.org).

We thank all applicants for their interest in working at CVO. However, we will only contact those meeting the qualifications for an interview.

CVO appreciates the value that diversity brings to how we serve our mandate. We are committed to ensuring an inclusive work environment, including a hiring process that supports equity and accessibility for people from all backgrounds and abilities. For assistance or accommodations at any stage of the recruitment process, you are encouraged to contact [lrarkin@cvo.org](mailto:lrarkin@cvo.org)