



We are hiring!

Coordinator, Registration
Full-time, permanent



Who we are

The College of Medical Laboratory Technologists of Ontario (CMLTO) **protects the public's right to safe, competent, and ethical health care. We do this by regulating Medical Laboratory Technologists (MLTs) in Ontario.** CMLTO is a values driven organization, and our core values include competence and trust, leadership, integrity, accountability, collaboration, excellence, and caring.

Why join our team

Our staff is a small and dedicated group of 10 individuals who are dynamic, high-performing, and passionate about meeting CMLTO's mandate to protect the public. We work collaboratively across departments in a supportive environment to meet our goals. We offer competitive salaries, comprehensive benefits, and a hybrid working environment.

The role

The **Coordinator, Registration** is responsible for coordinating the College's Registration and Voluntary Roster (VR) Programs in accordance with applicable laws, regulations, and policies. Specifically, the Coordinator, Registration is accountable for:

- Coordination of Registration processes including conducting monthly reports, collecting and interpreting Registration Program data, and facilitating the annual renewal process.
- Effective customer service and information sharing to the public, Applicants, Registrants, and VR Affiliates.
- Support regulatory functions including the Registration Committee by preparing meeting materials and coordinating Committee and Panel meetings.

Salary & benefits

- Compensation range is \$61,000 – \$77,000 annually
- Contributors to a defined pension through the Healthcare of Ontario Pension Plan (HOOPP)
- Competitive benefits package from a leading provider
- Professional development opportunities and funding

What you need to succeed in this role

- Diploma/degree in Administration Studies (or equivalent education & experience)
- Two to four years of experience in registration or membership services department
- Advanced computer literacy and proficiency (including Microsoft Office and SharePoint)
- Effective communication skills including verbal, written, and one-on-one communications
- Ability to work in-person, virtual, or in a hybrid work setting, with a strong desire to learn and collaborate as part of an integrated team
- Strong troubleshooting and problem-solving skills
- Able to work independently with minimal supervision and in a team
- Highly developed organizational skills including time and project management skills

Preferred Assets

- Bilingual in English and French
- Knowledge of the legislative framework affecting regulatory health professionals
- Knowledge and/or experience in the regulatory sector
- Experience with supporting regulatory committees
- Experience in a Policy Governance environment

How to apply

If your education, work experience, and values align well with the information in this job posting, please email your cover letter and resume to the attention of Megan MacQuarrie, Senior Director, at humanresources@cmlto.com by 4:00 pm EDT on Friday, March 28, 2025.

CMLTO is committed to equity, diversity, inclusion and justice.

Applications from all equity deserving groups are encouraged to further optimize the richness of diversity in our team.