



**Position Title:** Coordinator, Exam Logistics and Delivery

**Position Type:** Regular

**Location:** Mississauga, ON

**Job Band:** 6

**Salary Range:** \$30.75 to \$38.99/hour

**Hours of work:** 36.25 hours/week

**Reporting to:** Manager, Exam Administration

**This posting is applicable to:** Internal/External Applicants

**Skilled Trades Ontario (STO)** is a **Crown agency** responsible for skilled trades certification in Ontario, which includes:

- **Establishing apprenticeship programs**, including training standards, curriculum standards and certification exams.
- **Administering apprenticeship programs**, including approving apprentices and sponsors, registering training agreements and assessing applications for apprenticeship program completion.
- **Issuing certificates of apprenticeship** to completed Ontario apprentices.
- **Assessing experience and qualifications** of individuals who have not completed an apprenticeship program in Ontario.
- **Administering exams**, including certifying exams, in all trades subject to certifying exams.
- **Issuing Certificates of Qualification** in all trades with certifying exams.
- **Renewing Certificates of Qualification** in compulsory trades.
- **Maintaining a Public Register** of people authorized to work in compulsory trades.
- **Researching** apprenticeships and the trades.

The Coordinator of Exam logistics and Delivery is responsible for the preparation, secure handling, distribution and post-exam management of all examination materials and technology at Skilled Trades Ontario. This role ensures the integrity, security and accessibility of both paper-based and digital exam content, supporting pre-exam and post-exam activities to maintain efficient, compliant and seamless operations. The Coordinator configures and tests exam hardware and software, manages inventory and provides timely reporting on exam day trends, issues and escalations.

**Responsibilities:**

- Prepare, secure and distribute exam materials including paper-based exams, digital files and contingency kits in compliance with security protocols.
- Manage shipping, storage and retrieval of exam content.
- Report on exam day trends, issues and escalations as applicable.
- Configure and test computer hardware, secure browsers, scanners and proctor laptops prior to exam sessions.
- Ensure data security, encryption and integrity in handling digital exam files.
- Manage inventory of paper-based exams in accordance with security protocols and document maintenance standards.
- Maintain inventory of exam-related hardware, software licenses and contingency supplies.
- Monitor onsite delivery of exams at TDAs during last level of apprenticeship testing.

**Qualifications:**

- University degree, college diploma or an equivalent combination of education and relevant experience in IT, logistics, exam administration or related fields.
- 2–5 years of experience in exam logistics, IT support, or exam administration in a regulatory or educational environment.
- Demonstrated experience managing digital and paper-based exam materials.
- Experience configuring and testing hardware and software for secure exam delivery.
- Knowledge of data security, encryption and digital file integrity practices.
- Experience in inventory management and compliance with security protocols.

**Skills Include:**

- Organizational and logistical skills to manage pre-exam preparation and post-exam processing.
- Technical skills to configure, test and troubleshoot hardware and software for exam delivery.
- Attention to detail to ensure security, accuracy and compliance in handling exam materials.
- Problem-solving and analytical skills to identify, report and resolve issues during exam operations.
- Communication and collaboration skills to work with exam administration teams, invigilators and IT staff.
- Inventory management skills for exams, hardware, software licenses and contingency supplies.

\*This job is represented by OPSEU

\*Only those candidates selected for an interview will be contacted.

How to Apply: Please forward your resume by **5:00PM EST on November 20, 2025** to **careers@skilledtradesontario.ca**. Only applications submitted via email will be accepted. Be sure to quote the following competition number in the subject line of your email: **STO-046-25 – Coordinator, Exam Logistics and Delivery**. We thank all applicants for their interest and will contact those whose skills, knowledge, and experience most closely match the requirements of the position.

Skilled Trades Ontario embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop and retain highly talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and Skilled Trades Ontario's Accommodation Policy, accommodation will be provided at any point throughout the hiring process, provided the candidate makes their accommodation needs known to Skilled Trades Ontario. We welcome applications from all qualified persons.

Skilled Trades Ontario is an equal opportunity employer.