

## JOB OPPORTUNITY

**Position Title:** Processing Consultant

**Position Type:** Regular/Full-Time & Fixed Term Contract– *OPSEU represented*

**Location:** Mississauga, ON

**Job Band:** 2

**Hiring Range:** \$21.53 to \$26.51/hour

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

**Reporting to:** Supervisor, Registration & Assessment

**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.

Skilled Trades Ontario (STO) is currently seeking for Processing Consultant positions. These positions will ensure information is handled confidentially, entered accurately into our database and filed appropriately. Performs other tasks associated with the input and output of data into the systems that support our regulatory process, this will include some basic department administrative duties like filing, photocopying, printing and sorting, and tracking distribution of materials amongst team members. Depending on current business needs this position could be focused specifically on administrative duties or on database entry.

### **Responsibilities:**

- Reviews, validates and processes applications for clients
- Creates and maintains records for Skilled Trades Ontario (“STO”) clients
- Support the policies and procedures set out by STO, and ensure information is handled confidentially
- Handle all files and data in accordance with both STO and applicable Government guidelines and regulations
- Enter accurate and reliable data into the appropriate database in accordance with STO’s standards, guidelines and policies
- Review and validate data reports for accuracy and completeness
- Understand the functionality of the various datasets used within STO
- Perform advanced searches of the database and common folders
- Gather information and retrieval of archived documents from various databases, common folders and offsite storage as required
- Access, update and upload files and forms via electronic transport such as FTP as required
- General administrative duties including but not limited to filing, photocopying, scanning, printing, sorting hard and soft copies of paperwork, distribution of various materials, handling and tracking of inbound and outbound regular, returned and registered mail, and stuffing envelopes
- Other duties as assigned

**Qualifications:**

- One (1) to two (2) years of experience in a similar role
- Strong knowledge of administrative policies and procedures, with the ability to co-ordinate and implement them effectively
- Proficient in administrative practices, capable of providing a wide range of administrative services
- Knowledge of filing and records management processes, with the ability to develop and maintain both manual and computerized filing systems
- Proficient in the use of standard office software programs, including word processing
- Demonstrated tact and discretion in handling confidential information
- A university degree or college diploma is considered an asset
- French language proficiency is an asset

**Skills include:**

- Basic arithmetic to process trade qualifier and other fees
- Oral and written communication skills to facilitate communication and information flow for the team, and to prepare unit-level administrative processes and related materials
- Teamwork skills to work in a team environment
- Organizational skills to coordinate a range of office administrative matters for the unit

**What STO Offers:**

- Work-life balance
- Comprehensive health and dental benefits
- RRSP matching (up to 6%)
- Employee Assistance Program (EAP) through TELUS Health with employee perks

**How to Apply:** Please forward your resume to [careers@skilledtradesontario.ca](mailto: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-004-26 – Processing Consultant.**

We thank all applicants for their interest and will only contact those whose skills, knowledge, and experience most closely match the requirements of the position.

**Our Recruitment Process Includes:**

- Step 1: Resume Screening
- Step 2: Phone Screening
- Step 3: Panel Interview(s)/Assignment
- Step 4: Selection
- Step 5: Offer of Employment

*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.*