Registrar for Professional Association $100 to $135K

This is a membership and regulatory based organization, with a small, tight-knit team; looking for someone to assume the position from retiring Registrar. Reporting directly to the Executive Director, the role focuses on 2 main areas including: all administrative duties around the qualification, education, registration, examination, certification and convocation of new and foreign-trained members to the profession; responsible for dealing with consumer complaints, including diffusing consumer complaints/enquiries, registering complaints that cannot be resolved, all administration around Disciplinary Committee involvement, related legal decisions, etc.; public facing MC role at AGM and convocation; the following are all areas of experience and interest that could be relevant to this role: engineering (civil or geomatics), surveying, or related; administrative law (disciplinary, regulatory, etc.); education (teaching, passion for on-line learning, etc.); genuine interest in people; calm, solution-oriented approach. This is fairly statutory and is regulated by a related Act. The position could suit someone wanting to scale down from a private administrative legal practise, or someone from the engineering/surveying discipline, wanting to work in a more structured, administrative role (35 hour work week) with a great group of dedicated and involved support staff, and an Executive Director with a vision. Position is located in the Markham area. Please email your resume to Catherine Wilson at cwilson@profileconsultants.com and quote reference number CW-889P.