

Credentialing Specialist

The National Dental Examining Board of Canada (NDEB) is the organization responsible for establishing and maintaining a national standard of competence for dentists in Canada. Its mission is contributing to the oral health of Canadians by providing a fair, valid and reliable evaluation of competence for the certification of dentists.

We are growing our Credential Verification team and have a full-time opportunity available for an experienced Credentialing Specialist.

Your responsibilities would include:

- Assess and make decisions regarding credentials, documents submitted, and eligibility
- Communicate with applicants where documents do not meet application criteria
- Liaise with external stakeholders to obtain source verification and authentication
- Document applicant specific verification information
- Identify issues, research, and recommend solutions to be reviewed by the Team Lead

As an ideal candidate, you would bring:

- Verification experience with original documents is preferred
- Fluent bilingualism; excellent oral and written skills in both English and French
- Post-secondary education or equivalent experience
- 2-3 years' experience in credential verification
- experience in an office environment

Skills and Competencies

- Excellent communication skills, verbal and written
- Good working knowledge of Microsoft Office software including Outlook, Word, Excel
- Ability to learn internal database systems
- Strong analysis and problem-solving skills
- High degree of accuracy and attention to detail
- Ability to conduct research
- Strong interpersonal skills
- Ability to multi-task
- Ability to work well under pressure
- Ability to maintain confidentiality

Accommodations will be provided at all stages of the hiring process; we ask applicants to make their needs known in advance.

If you have the skills and experience and are interested in applying, please send your resume to cdesbiens@ndeb-bned.ca

We thank all applicants for their interest. However, only candidates selected for an interview will be contacted. The National Dental Examining Board of Canada (NDEB) is an equal opportunity employer.