



*CEHPEA (Centre for the Evaluation of Health Professionals Educated Abroad) is a not-for-profit organization in Ontario that provides assessment and evaluation services to internationally educated health professionals. Through large-scale written and clinical examinations, CEHPEA provides assessment for professional practice for internationally educated health professionals (IEHPs) in Ontario.*

## **Manager, Facilities and Program Operations**

CEHPEA is seeking a highly organized individual to oversee and coordinate event logistics, facilities planning, space configuration, equipment acquisition and related activities in support of CEHPEA's assessment and evaluation programs.

Reporting to the Executive Director, you will provide advice and direction pertaining to evaluation/orientation programs and events to ensure needs and requirements are understood and planned well in advance. In addition, you will manage all logistics and provide on-site supervision of all client events and CEHPEA programs with the support of internal staff and external suppliers. You will manage all planning and logistical aspects of office facilities, related infrastructure, equipment and supplies. Specifically, you will be responsible for identifying and resolving any space deficiencies and managing the relationship with the landlord, suppliers and external clients.

Qualifications: demonstrated experience in operations management and office administration; excellent organization and communications skills to effectively communicate with all staff at all levels including the general public. The successful candidate will also have strong project management, space and event planning skills combined with a customer service orientation to anticipate identify and resolve problems effectively. Leadership and supervisory skills with a demonstrated ability to develop a team and cross functional relationships are also a must.

**Please forward your cover letter and resume c/o: HR Associates via email to [cehpea-mgr@hrassociates.ca](mailto:cehpea-mgr@hrassociates.ca) by March 19, 2009.**

**For more information about CEHPEA please visit [www.hrassociates.ca/cehpea](http://www.hrassociates.ca/cehpea)**

