



**College of Veterinarians of Ontario**

**REGISTRATION ADMINISTRATOR  
College of Veterinarians of Ontario, Guelph**

The College of Veterinarians of Ontario (CVO), the regulatory body for veterinarians in the province, is seeking to fill the position of Registration Administrator. Reporting to the Manager, Administration, the Registration Administrator will be responsible for the daily coordination and management of the Registration process for applicants and registrants; will maintain the registration database, and hard copy files; ensuring the timely completion of reports to external stakeholders; and completing projects related to registration activities. The Registration Administrator also coordinates work of the Registration Committee.

Applications, including a cover letter and resume, should be submitted no later than Monday, August 29, 2011, to:

Manager, Administration  
[hr@cvo.org](mailto:hr@cvo.org)

For more information about this full-time position, please see  
<http://www.cvo.org/uploadattachments/RegistrationAdministratorAugust2011.pdf>

Only those candidates selected for interview will be contacted.