

**Applicant Liaison**

**An important role with purpose:**

As the Applicant Liaison you will play an integral role in the continued transformation of NNAS by reflecting NNAS’ commitment to an applicant-centred approach. More specifically, you will providing hands-on support and assist applicants facing challenges in completing the NNAS process by providing information, referring to resources and problem solving. You will also act as liaison with stakeholders and external parties to identify solutions and resolve issues. Finally, you will be responsible for identifying and coordinating the development of programs and resources to assist applicants understand and undertake the NNAS process.

**What you need to know**

* Strong background in at least one of the following areas: health, immigration, self-regulation, non-for-profit, credential assessment, education at the post-secondary level
* Knowledge of the nursing profession in Canada and internationally (asset)
* Knowledge and understanding of the immigrant experience and the issues they are facing
* Proficient at using a variety of software programs, including Word, PowerPoint, Excel, and other research programs
* Proven understanding of and experience working in a diverse and inclusive work environment

**Your education, experience, and skills**

* Graduate degree in business, or an equivalent combination of education and experience may be considered.
* Excellent written and oral communication skills
* Demonstrated superior client service skills with a strong commitment to making client satisfaction a priority
* Demonstrated teamwork ability to contributing to a supportive and positive culture
* Strong organizational skills, priority management skills, and ability to manage multiple files
* Detail oriented and strong analytical skills
* Proven ability to work with a high degree of independence in a virtual office environment
* Demonstrated ability to work effectively both independently and as part of a team
* Experienced at developing and managing relationships with key stakeholders
* Familiarity with relevant data analytical software, such as Excel, NVivo and SPSS (asset)
* The ability to communicate in both official languages is considered an asset

**What you can expect from us**

This is a great opportunity to join an innovative organization committed to excellence and be part of a high-performing team. We offer a competitive compensation and benefits package designed to meet your needs at every stage of your life and career including:

* Salaries based on qualifications and experience
* Flexible and comprehensive benefits
* Virtual work environment

**Conditions of employment:**

* Must be legally entitled to work in Canada
* Must be willing and able to work overtime including evenings and weekends when required
* Must be willing and able to travel
* Must be willing and able to provide secure home office and work in a virtual workplace environment

**How to apply:**

Applications (CV and Cover Letter) should be sent to [christyn.balagus@stratford.group](mailto:christyn.balagus@stratford.group) with the subject line NNAS - Applicant Liaison. In your cover letter, you should clearly demonstrate how you meet the requirements of the role and the value you will bring to the organization.

We wish to thank all applicants for their interest and effort in applying for this position. Only candidates selected for interviews will be contacted. Accommodations are available on request for candidates taking part in all aspects of the selection process.