



Executive Administrative Assistant 2 Full-Time Positions:

Executive Administrative Assistant, Quality Department

Executive Administrative Assistant, Complaints & Investigations and General Counsel

The College of Physicians and Surgeons of Manitoba (CPSM) is the medical regulatory authority in Manitoba, serving the public interest in regulating the practice of medicine. Comprising approximately 60 staff, this unique not-for-profit organization carries out its mandate to protect the public through three core functions.

- **Registration** ensures everyone registered to practice medicine in Manitoba is competent to practice and meets the established registration requirements.
- **Quality** supervises the competency of practice and proactively promotes safe care for Manitobans.
- **Complaints and Investigations** respond to concerns regarding conduct or care and investigate complaints about CPSM registrants.

Role Overview:

The Executive Assistants to the Assistant Registrars (and the Executive Team) provide high-level administrative support, ensuring efficient operation and communication within the organization. These roles require exceptional organizational skills, attention to detail, and the ability to handle confidential information with discretion.

Key Responsibilities

Administrative Support:

- Maintain an accurate and detailed calendar for executives, manage and log incoming scheduling requests, reschedule meetings upon request, proactively communicate changes, and anticipate and respond to scheduling conflicts.
- Track tasks and projects to ensure appropriate prioritization with respect to deadlines and organizational developments.
- Organize internal and external meetings, including logistical and substantive preparation.
- Manage all travel scheduling and arrangements.
- Track and reconcile monthly credit card statements and complete and submit expense reports in a timely manner.
- Ensure consistent and efficient interaction, backup and support with other executive assistants across the organization; demonstrate poise and tact under pressure and handle matters with sound judgment and confidentiality.

- Provide special project leadership and support as needed.
- Conduct preliminary research on a variety of topics; draft materials as needed.
- Perform any other relevant duties as assigned.

Communication and Coordination:

- Facilitate effective communication between executives and internal/external partners.
- Liaise with other departments as necessary to ensure project completion.
- Prepare and distribute meeting agendas, minutes, and other relevant documents.
- Assist in drafting and editing correspondence, reports, and presentations.
- Coordinate and manage executive communications, including email, phone calls, and other forms of correspondence.

Project Management:

- Lead and support special projects assigned by senior leadership. Examples may include compiling feedback from public consultations, creating data libraries, monitoring and executing records retention strategies.
- Monitor project progress and ensure timely completion.
- Collaborate with various departments to gather information and provide updates on project status.

Council and Committee Support:

- Agenda preparation includes drafting and distributing meeting agendas in advance.
- Preparing, formatting, and distributing board packages, including reports, minutes, and other relevant documents.
- Ensure all materials are accurate and complete.
- Arrange meeting venues, catering, and audio/visual equipment.
- Record detailed minutes of meetings, capturing key discussions, decisions, and action items.
- Ensure minutes are accurate and distributed to members promptly.
- Track and follow up on action items assigned during the meeting.
- Finalize and archive meeting minutes and other documents.
- Maintain records of activities and decisions.
- Ensure activities comply with organizational policies and procedures.
- Assist in the process of tracking the development and review of governance policies.
- Organize orientation sessions for new members.

Qualifications

Required Education & Experience:

- Related post-secondary education with a minimum of 5 years of intermediate level of administrative duties supporting Director level leadership or the equivalent combination of education and experience.
- Effective communication skills.
- Proficient in MS Office including Outlook, PowerPoint, Word, Excel, and SharePoint.
- Experience working in a professional organization dealing with confidential information.
- This position is subject to a Criminal Record Check.

Experience supporting a Corporate Secretary or Board of Directors is an asset.

Salary and Benefits:

- Competitive salary is commensurate with qualifications and experience.
- Comprehensive benefits package, including extended health, retirement plan, and paid time off.
- Opportunities for professional development and career advancement.
- Flexible work schedule.

Interested candidates should submit their resume and cover letter by June 15, 2025, to Recruiting@cpsm.mb.ca. Please include "Executive Assistant Application" in the subject line.

Accommodation is available upon request during the assessment and selection process.

The College of Physicians & Surgeons of Manitoba is strongly committed to equity and diversity within its community and especially welcomes applications from women, racialized persons/persons of colour, Indigenous peoples, persons with disabilities, persons of all sexual orientations and genders, and others who may contribute to the further diversification of ideas. All qualified candidates are encouraged to apply.