



Executive Administrative Assistant 1.0 EFT – Quality Department

The College of Physicians and Surgeons of Manitoba (CPSM) is the medical regulatory authority in Manitoba, serving the public interest by regulating the practice of medicine. Comprising of approximately 50 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** responds to concerns regarding the conduct or care and investigates complaints about CPSM registrants.

The Opportunity

The College of Physicians & Surgeons of Manitoba is looking for a full-time Executive Administrative Assistant to join the Quality Department. The Executive Assistant provides senior administrative support to the Assistant Registrar and the Central Standards Committee, centralized administrative services for CPSM and the Quality Department. Administers special assignments and projects. This position requires the ability to anticipate needs, think critically and offer solutions to problems with a high level of professionalism and confidentiality.

The Individual

As a member of the Quality Department, you have excellent organization, time management and planning skills, including the ability to work and problem-solve independently within general guidelines and with multiple deadlines. You also have the ability to deal with very sensitive & confidential information. The ideal applicant has experience working in an executive assistant capacity and can understand & facilitate a high volume of complex and strategic matters including but not limited to internal and external communications, relationship management and issues management.

Duties & Responsibilities:

General administrative support:

- Maintains an accurate and detailed calendar, manage and log incoming scheduling requests, re-schedule meetings upon request, proactively communicate changes, and anticipate and respond to scheduling conflicts.

- Track tasks and projects to ensure appropriate prioritization of projects with respect to deadlines and organizational developments.
- Organizes internal and external meetings, including logistical and substantive preparation.
- Manages all travel scheduling and arrangements.
- Tracks and reconcile monthly credit card statements and complete and submit expense reports in a timely manner.
- Ensures consistent and efficient interaction with other executive assistants across the organization; demonstrate poise and tact under pressure and handle matters with sound judgement and confidentiality.
- Provides special project leadership and support as needed.
- Conducts preliminary research on a variety of topics; draft materials as needed.
- Performs any other relevant duties as assigned.

Administrative duties specific to supporting the overall Quality Department and working groups:

- Assists in preparing documentation arising from various meetings.
- Assists in preparing all agenda or workgroup documents.
- Assists in preparing and distributing all agenda material for meetings.
- Preparation for meetings including the scheduling of meetings, room set-up, meals and/or refreshments and preparation of materials and audio/visual requirements.
- Assists in preparing meeting minutes and distributes approved minutes.

Other duties as assigned.

- Serves as backup to the Senior Executive Assistant to the Registrar.
- Assists with logistics and scheduling for council committees.

Qualifications:

Education & Experience:

- Post-secondary degree with a minimum of 5 years of intermediate-level administrative duties or the equivalent combination of education and experience.
- Excellent communication skills, particularly in dealing with members of the public.
- Proficient in MS Office including, Outlook, PowerPoint, Word, Excel and SharePoint
- Experience working in a professional organization dealing with confidential information.

Salary and Benefits:

We offer a comprehensive benefits package and a flexible work schedule. A salary range has been established. Individuals will be placed in a range commensurate with qualifications and experience.

This position is subject to a Criminal Record Check.

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.

Contact:

Submit resume and cover letter by email by **June 14, 2023** directly to:

Email: Recruiting@cpsm.mb.ca

Attn: **Dr. Ainslie Mihalchuk**

Deputy Registrar

College of Physicians and Surgeons of Manitoba

1000-1661 Portage Avenue

Winnipeg, Manitoba R3J 3T7

We thank you for your interest in this position. Please note that only short-listed candidates will be contacted for an interview.