



Career Opportunity – College of Physicians and Surgeons of Manitoba General Clerk (Permanent 0.5 EFT) – MANQAP 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** respond to concerns about CPSM registrants regarding their conduct or the care they provided.

The Opportunity

The Manitoba Quality Assurance Program (MANQAP) is seeking a permanent General Clerk (0.5 EFT – 17.5 hours weekly). MANQAP accredits diagnostic imaging, laboratories, transfusion medicine and non-hospital medical/surgical facilities in Manitoba. Reporting to the Director of MANQAP, the successful candidate will provide essential projects and administrative support to the MANQAP team.

Position Summary

MANQAP's process ensures public safety through monitoring compliance of the facilities to meet standards which includes policies, quality management programs, qualifications, and safety. This role supports all administrative functions for the MANQAP team including electronic and hard copy file management, data entry, correspondence inventory, and mail management.

Duties & Responsibilities:

- Collaborate with the MANQAP staff, aid with administrative & program tasks including filing documents and correspondence, data entry, assisting in the preparation of departmental reports, processing forms, drafting correspondence using pre-existing template, and maintaining SharePoint, planner boards, and template documents.
- Assists the Senior Administrative Assistant with meeting room setup/maintenance and directing mail.
- Provides administrative support including data management (electronic and hard copy), drafts correspondence, inventories program correspondence and responses.
- Other duties as assigned.
 - Scanning documents.
 - Email communication internal and external to MANQAP.

Qualifications:

Education & Experience and Skills:

A minimum of two years entry level administration experience or an equivalent combination of education and experience to ensure:

- Computer experience including intermediate Word, Excel, Outlook – SharePoint.
- Ability to independently and within a multi-disciplinary team environment.
- Professional appearance and demeanor.
- Time management, prioritization skills and ability to problem solve.
- Communication and people skills to interact with all levels of staff and stakeholders.
- A demonstrated adaptive person who can take initiative and work independently.
- Understanding office protocols and equipment.
- Experience in a professional office would be an asset.

Salary:

We offer a competitive salary range. Individuals will be placed in a range commensurate with qualifications and experience. Please note that this position is **not** eligible for benefits.

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 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:

Interested candidates should submit the following materials:

- 1) a cover letter,
- 2) resume; and
- 3) names and contact information of three references.

Submit cover letter and resume by **May 21, 2024**, directly to:

Email: Recruiting@cpsm.mb.ca

Attn: **Deborah Goulden**
Director of MANQAP
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.