



Career Opportunity – College of Physicians and Surgeons of Manitoba

Program Clerk – Full time (35 hours/week)

Term Position to April 30, 2026

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 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 all the established registration requirements.
- **Quality** monitors the professional competency of practice and proactively promotes safe care for Manitobans through ongoing education and quality improvement.
- **Complaints and Investigations** addresses concerns regarding the care provided by, or the professional conduct of CPSM registrants.

The Opportunity

The Individual

The successful candidate must have excellent customer service and communication skills, including the ability to work and problem-solve independently within general guidelines. The ability to deal professionally with confidential information is required. The ideal applicant has a strong interest in assisting the public and can effectively communicate with both the public and members of the team using trauma informed practices.

Duties & Responsibilities:

1. Managing phone and email inquiries from the public.
2. Providing administrative support to the Complaints and Investigations Department
3. This position is required to provide secondary coverage for general reception on an as needed basis.
4. Performing and completing other administrative duties, tasks or projects assigned.

Qualifications:

- Minimum 2 years of administrative experience.
- Secondary (high) school graduation certificate, preference will be given to those who have completed post-secondary training in office administration or equivalent
- Effective communication skills.
- Demonstrated experience in conflict management, de-escalation techniques, and intentional listening.
- Experience with handling confidential information.
- Proficient in Microsoft 365.
- Experience in trauma informed healthcare or clinical settings is preferred.

Salary:

Individuals will be placed in a range commensurate with qualifications and experience.

Contact:

Interested candidates should submit the following materials:

- 1) a cover letter demonstrating how you meet the qualifications,
- 2) resume; and
- 3) names and contact information of three references.

This position is subject to a Criminal Record Check.

This position is open until it is filled.

Email: Recruiting@cpsm.mb.ca
College of Physicians and Surgeons of Manitoba
1000-1661 Portage Avenue
Winnipeg, Manitoba R3J 3T7

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.