

UNIVERSITY MEDICAL GROUP

Position # 631

Department Contact Information

Return Applications to: **Angela MacDonald, University Medical Group**
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Posting Information

Classification:	Administrative Support Assistant	Hours of Work:	37.5 hours / week
Department:	Internal Medicine	Wage or Salary:	competitive
Section:		Start Date:	ASAP
Position:	Regular, Full-Time (multiple positions)	Probation	6 Months
Cover letters along with resumes to be received by: until positions are filled			

Representative Duties

MAIN FUNCTION OF POSITION:

Under the general direction of the Manager, Section Operations, the incumbents are responsible for the effective and efficient provision of administrative support for assigned Geographical Full Time Physicians and faculty section members, within the Department of Internal Medicine.

KEY RESPONSIBILITIES & DUTIES:

Section Operations:

- Maintain Calendar(s).
- Manage telephone calls and reception duties.
- Manage incoming and outgoing multidisciplinary correspondence.
- Manage meeting preparation and provide administrative support to Chair.
 - Transcribes and distributes meeting minutes.
- Organize and manage office events, projects, and meetings.
 - Assists with coordinating of sectional events, symposiums, rounds, visiting speakers, retreats etc. Duties include (but are not limited to): securing vendors, obtaining purchase order numbers, booking venue and catering, morning registration, compiling handout materials, collecting evaluations, etc.
- Manage travel arrangements for physicians as required.
 - Ensures travel arrangements are made in a timely manner and monitors to ensure accuracy in documents and that policies are adhered to.
- Maintain Curriculum Vitae (CV).
- Maintain and update office procedures and filing systems.
- Maintain the Doctors' On-Call Schedule, as applicable.
- Manage office expenses as required, including preparation of purchase orders.
- Manage inventory of office supplies as applicable.
- Coordinate physician billing if applicable.
- Provide coverage for other secretarial/administrative personnel.
- Maintains and updates departmental web-based directory (Wikipedia).
- Coordinates a variety of assigned duties for the onboarding of new faculty members; facility access, PDAT form, scheduling meetings, office process review and general administrative preferences are established.

- Performs timekeeper duties within the applicable systems (SAP, VIP).
- Prepares Cheque Requisitions.
- Provides support with research administrative tasks such as Research Ethics Board (REB) submissions, manuscript review and preparation, fund setup documents.
- Other duties as assigned by the Manager related to this job description not to exceed above stated skills and capabilities.

Qualifications

Education:

- Grade XII (Manitoba Standards).
- Successful completion of a recognized Medical Office or Medical Secretarial/Administrative Program is an asset.

Experience:

- Minimum two years directly related experience, preferably in a health care setting.
- Computer experience on a variety of software and operating systems.
- An equivalent combination of education and experience may be considered.
- Knowledge of EPIC and Concur are preferred.
- Excellent planning, organizational, and time management skills are required.
- Excellent oral and written communication and interpersonal skills. Demonstrated ability to work independently with limited guidance and supervision.
- Related experience with timekeeping and purchasing would be considered an asset.
- Experience working in a university environment with knowledge of university policies and procedures, in reference to grants and external funding agencies would be considered an asset.

Skills and Abilities:

- Effective and clear verbal and written communication skills.
- Excellent interpersonal skills.
- Excellent planning, organization, problem solving, and time management skills are required.
- Ability to maintain effective working relationships across various organizations.
- Ability to exercise initiative, sound judgment, diplomacy, professionalism.
- Ability to maintain confidentiality.
- Ability to handle multiple priorities and competing deadlines.
- Ability to function in a fast-paced environment and handle frequent interruptions.
- Ability to work independently and as a team member.
- Proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint) is required.
- Typing Speed of minimally 40wpm is preferred.
- Knowledge of Medical Terminology is an asset.
- Exemplary work record, including attendance and punctuality is required.
- Flexibility to attend meetings/events outside regular business working hours.
- Recognized ability to adapt to change.
- Frequent foot travel throughout the facility, as well as various University of Manitoba, Bannatyne Campus offices.

The University Medical Group is strongly committed to equity and diversity within its community and especially welcomes applications from women, racialized persons, Indigenous peoples, persons with disabilities, persons of all sexual and gender identities, and others who may contribute to the further diversification of ideas.

If you require accommodation supports during the recruitment process, please contact the UMG Business Office at info@universitymedicalgroup.ca or 204-789-3645. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority.

"We thank all who apply and advise that only those selected for further consideration will be contacted."