

UNIVERSITY MEDICAL GROUP

Position #634

Department Contact Information

Return Applications to: **Aleksandra MacRae, University Medical Group**
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Posting Information

Classification:	Administrative Support Assistant	Hours of Work:	37.5 hours / week
Department:	Pediatrics & Child Health	Wage or Salary:	\$24.24/hour to \$28.00/hour
Section:		Start Date:	ASAP
Position:	Regular, Full-Time	Probation	3 months
Cover letters along with resumes to be received by: Friday, October 4, 2024			

Representative Duties

MAIN FUNCTION OF POSITION:

Under the general direction of the Managing Director, Department of Pediatrics, the incumbent is responsible for the effective and efficient provision of administrative support for assigned Geographical Full Time Physicians and faculty section members, within the Department of Pediatrics & Child Health.

Duties include (but are not limited to):

- Typing a variety of correspondence including: emails, medical legal letters, grants, manuscripts and abstracts.
- Establishing and maintaining office systems.
- Updating and maintaining curriculum vitae (CVs) for multiple physicians.
- Maintaining and coordinating schedules for multiple physicians on the Microsoft Outlook platform.
- Recording/transcribing minutes.
- Completing travel arrangements as per Shared Health, University of Manitoba and UMG departmental policies.
- Creating, maintaining, and distributing multiple schedules.
- Completing purchase orders utilizing multiple systems and protocols.
- General administrative functions; mail, fax, reminders, bulletin boards etc.
- Collaborate and communicate with the under-graduate and post-graduate programs relating to medical student and resident schedules
- Become proficient in University of Manitoba computer programs, Microsoft outlook, and MSTeams and Zoom
- Data entry as guided by PICU attendings
- Facilitate scheduling and set up for presentations
- Electronic document storage in an organized and easily retrieval method

Qualifications:

A minimum of two to four years directly related experience preferably in a health care setting, successful completion of a recognized Medical Office or Medical Secretarial/Administrative training program and medical terminology, combination of education and related experience may be considered.

Additional requirements:

- Word Processing speed of a minimum of 50 wpm with a high degree of accuracy
- Committee work and minute-taking experience
- Excellent organizational and communication skills
- Ability to exercise sound judgment and decision making skills
- Effective interpersonal skills for contact with surgeons and staff at all levels
- Experience in handling highly confidential material, multiple priorities and deadlines
- The ability to work well in a team environment and independently with a high degree of initiative
- Knowledge and experience using Microsoft Office Programs including Excel and database
- Working knowledge and experience implementing hospital and University policies and procedures is preferred.
- Related experience with timekeeping and purchasing would be considered an asset.
- Experience with research ethics, grant application preparation and Common C.V. would be considered an asset.
- Must be able to establish and maintain effective working relationships with various levels of internal and external contacts.
- Flexibility to attend meetings/events outside regular business working hours.
- Ability to cope with frequent interruptions and function in a fast-paced environment.

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.”