

UNIVERSITY MEDICAL GROUP

Position # 649

Department Contact Information

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

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| 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 (3 positions) | Probation | 6 Months |
| Cover letters along with resumes to be received by: August 7, 2025 | | | |

Join our team as an Administrative Support Assistant and play a key role in supporting our Geographical Full-Time Physicians and the Internal Medicine department. You will help ensure smooth operations across various sections by providing essential administrative support. This is an exciting opportunity for a detail-oriented and proactive individual who thrives in a collaborative environment and is eager to make a meaningful impact. If you are organized, motivated, and ready to grow with us, we'd love to hear from you!

Reporting to the Manager of Section Operations for daily updates, accomplishments, and any issues requiring attention.

Representative Duties

Job Responsibilities and Tasks:

- Manage daily administrative tasks, including but not limited to answering phones, calendar management, and organizing incoming and outgoing documents.
 - Maintain and update office procedures and filing systems.
- Coordinate section events and meetings, including preparation of agendas and taking minutes.
 - Liaise with event vendors and clients to deliver excellent customer service and maintain strong working relationships.
- Manage expense reporting in compliance with Shared Health and University of Manitoba policies.
- Coordinate the submission of physician billing to ensure accuracy and timely processing.
 - Maintain the Doctors' On-Call Schedule on WebEX and DOCCS.
- 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 and procedures are adhered to.
- Coordinate onboarding tasks for new faculty members, including facility access form, meeting scheduling, office process review, and setting administrative preferences.
- Maintain office supplies and manage inventory.
- Provide coverage for other secretarial/administrative personnel.
- Other duties as assigned by the Manager related to this job description not to exceed above stated skills and capabilities.

Qualifications

Education and Experience:

- High School Diploma or equivalent, plus successful completion of a recognized Medical Office or Secretarial/Administrative Program.
- Minimum one year directly related experience, preferably in a health care setting.

Required Skills and Abilities:

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Excellent organizational, problem solving and time-management skills.
 - Ability to handle multiple priorities and competing deadlines.
 - Ability to exercise initiative, sound judgment, diplomacy, professionalism.
- Strong written, oral, and interpersonal communication skills.
 - Ability to thrive in a fast-paced environment and manage frequent interruptions effectively.
- Exemplary work ethic demonstrated through consistent attendance and punctuality.
- Ability to work effectively both independently and collaboratively within a team.

Further Information

Company Benefits:

- Health, dental, and vision insurance
- Paid time off and sick leave
- Professional development opportunities
- Employee assistance program

Application Information:

Ready to join our team? Apply now by submitting your resume and cover letter by August 7, 2025. Candidates selected for consideration will be contacted for an initial interview, followed by a second interview if applicable.

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.