

# UNIVERSITY MEDICAL GROUP

## Position # 655

### Department Contact Information

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

Classification:	<b>Administrative Assistant 1</b>	Hours of Work:	<b>37.5 hours / week</b>
Department:	<b>Internal Medicine</b>	Wage or Salary:	<b>Competitive</b>
Section:	<b>Managing Director Office</b>	Start Date:	<b>ASAP</b>
Position:	<b>Regular, Full-Time</b>	Probation	<b>6 months</b>

**Cover letters along with resumes to be received by: Friday, March 6, 2026 at 4:00 p.m.**

The Department of Internal Medicine is seeking a highly organized, detail-oriented Administrative Assistant 1 to join our business team. Reporting to the Manager, Resource Coordination and Staff Wellness, the successful candidate will provide comprehensive administrative and operational support to the Department's management team.

This role is ideal for an adaptable professional who thrives in a fast-paced academic healthcare environment and enjoys supporting a broad range of administrative, operational, and coordination activities. The successful applicant will have meaningful opportunities to learn, contribute, and grow within the department.

### Representative Duties

#### Administrative and Managerial Support:

- Coordinate the daily activities of assigned managers, including but not limited to, scheduling meetings, managing complex calendars, arranging meeting space and catering, ensuring accuracy of calendar entries.
- Prepare meeting materials, record and distribute minutes, and track action items.
- Draft, type and manage general and confidential correspondence.
- Assist with PowerPoint presentations, newsletters and other materials as required.
- Review and streamline office and administrative processes to improve efficiency.

#### Recruitment and Human Resource (HR) Support:

- Coordinate recruitment processes and assists with HR documentation.
- Support onboarding and offboarding activities for faculty and staff; including scheduling meetings and facilitating system and facility access.
- Manage timekeeping and weekly payroll submission for a defined employee group.
- Generate and compile HR related reports as required.

#### Financial and Operational Support:

- Support system access processing and tracking.
- Assist with preparing budgeting, and monthly/quarterly/year-end reporting under the direction of the manager.
- Assist with completion of travel pre-approvals and expense reimbursements (research and non-research).
- Order equipment, supplies, and IT resources through appropriate systems.
- Generate and review reports, ensuring a high level of accuracy.

#### Systems and Records Management:

- Maintain and update electronic and paper filing systems to ensure logical organization and timely documentation.
- Maintain and update departmental databases and web-based directories.
- Communicate required updates to the University website to the Department Communications Coordinator.
- Work within multiple systems including MS Office 365, EPIC, Concur, VIP, SAP, and other applicable platforms.

## **Additional Responsibilities:**

- Assist with departmental events and special projects.
- Support secretarial staff with discretionary accounts, event coordination, and expense reimbursements.
- Perform other related duties as assigned within the scope of the role.
- Adhere to all safety and health regulations and safe work practices.

## **Qualifications**

### Education:

- Grade 12 education required.
- Post-secondary education in Health Care Administration or a related field from a recognized institution.
- Knowledge of Shared Health and University of Manitoba regulations, programs and procedures is an asset.
- An equivalent combination of education and experience may be considered.

### Experience and Skills:

- Minimum two (2) years directly related administrative experience.
- Strong coordination and organizational skills are required.
- Demonstrated experience in customer service and working with diverse stakeholders.
- Experience with systems such as VIP, EPIC, Concur, FAST, SAP (WRHA/Shared Health) is considered an asset.
- Advanced proficiency in Microsoft Office (Outlook, Word, Excel) including spreadsheet development.
- Proven track record of accuracy, confidentiality, and attention to detail.

### The successful candidate will demonstrate:

- A positive, professional attitude and a strong commitment to continuous learning.
- Initiative and the ability to prioritize competing demands in a dynamic environment.
- Strong planning, analytical, problem-solving, and time management skills.
- Discretion and professionalism when handling sensitive information.
- The ability to work both independently and collaboratively.
- Excellent written and verbal communication skills.
- The ability to build and maintain effective working relationships with faculty, University of Manitoba, WRHA/Shared Health, and UMG staff.

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](mailto: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.*