

UNIVERSITY MEDICAL GROUP

POSITION #408

Department Contact Information

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

Classification	Office Assistant	Hours of Work:	37.5 hours per week
Department:	Pediatrics & Child Health	Wage or Salary:	Competitive Salary
Section:	Pediatric Respiriology	Start Date:	ASAP
Position:	Full time permanent	Probation Period:	N/A
Applications to be Received by: 4:00 p.m. Tuesday August 19th, 2014			

Qualifications

Education:

Complete high school education, Manitoba standards, required. Successful completion of a recognized secretarial training program required. A combination of education and experience will be considered.

Experience:

Two years of previous related experience requiring considerable communication with senior level management staff. Must have excellent oral and written communication and interpersonal skills. The incumbent must be able to demonstrate good judgement, initiative and diplomacy and have the ability to coordinate workflow and develop efficiencies. Excellent planning, organizational, project and time management skills are required. Demonstrated ability to work independently with limited guidance and supervision.

Special Training/Skills:

- Typing speed of 60-70 wpm.
- Medical Terminology with a 75% passing mark- testing may be required.
- Demonstrated proficiency in the use of Microsoft Office required.
- Strong oral and written communication skills essential.
- Must possess excellent organizational skills, as well as the ability to handle multiple tasks simultaneously.
- Knowledge of University of Manitoba and Health Sciences Centre systems and procedures an asset.
- Previous experience with grant application preparation and knowledge of Common CV is essential.
- Transcription on computer of various clinical and administrative correspondence pertaining to presentations, teaching, patient-related material, schedules, organizations and committees.

Representative Duties

MAIN FUNCTION OF POSITION:

Under the direction of the Section Head, Pediatric Respiriology and the Managing Director, Department of Pediatrics & Child Health the incumbent is responsible for the provision of efficient office support to the assigned section within the Department of Pediatrics & Child Health. Establishes and maintains effective and efficient office system, books clinic as required and types and mails patient letters.

ILLUSTRATIVE EXAMPLES OF ACTIVITIES OF POSITION:

- Types a variety of correspondence including preparation of grant applications, manuscripts and abstracts, CV's (including Common CV), patient correspondence, etc.
- Maintain a filing system for the office. File and photocopy confidential and non-confidential documents. Answers all phone calls, receives faxes and mail, and maintains a list of physician contact information and other office duties as assigned.
- Obtain hospital patient information files and other test results from the appropriate department(s) as required.
- Books clinic appointments and prepares patient letters
- Schedules meetings for various workgroups, committees of the Section, distributes agendas, minutes, and prepares minutes as required and ensures memos and letters conform to departmental standard format. Assists in a wide variety of responsibilities including selected projects and planning of administrative matters, which include such tasks as grant application preparation, completing and tracking REB submissions.
- Makes all work related travel arrangements for assigned physicians. Ensures that all travel arrangements are made in a timely manner and monitors to ensure accuracy in documents.
- Prepares a variety of HSC and University of Manitoba forms related to carrying out the day-to-day functioning of the Section for the proper signatory.
- Update resumes/CV's of physicians in the Sections using the Staff Activity Reporter tool.
- Other duties as assigned.

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

APPROVED BY _____

DATE _____