

**Executive Assistant/Registration Coordinator**  
**Full Time Permanent**

**The College of Physiotherapists of Manitoba has an immediate opening for an Executive Assistant/Registration Coordinator.**

**Job Overview:**

The Executive Assistant/Registration Coordinator is responsible for the management of the member database, ensuring accurate and efficient processing of member registrations and acts as the primary contact for all inquiries related to registration and registration renewal. This position offers executive support to the Registrar/Executive Director to ensure the effective and efficient workflow of the College's operations through the use of current technology and systems to prepare, process and file documents in paper and electronic form.

**Who we are:**

The College of Physiotherapists of Manitoba (CPM) is a self-supported professional body that regulates the practice of physiotherapy in Manitoba. CPM receives its regulatory authority from The Physiotherapists Act of Manitoba (2001). CPM is responsible for:

- Setting standards of practice for the profession
- Registering only qualified physiotherapists who wish to practise in Manitoba
- Ensuring that complaints of malpractice, misconduct or incompetence involving physiotherapists are thoroughly investigated and that appropriate action is taken
- Maintaining a Continuing Competency Program that requires members to demonstrate that they have engaged in activities to maintain and enhance their ability to practice.

Our mission is to ensure that the public receives safe, competent physiotherapy care from qualified physiotherapists.

**We are a small organization that provides you with:**

- Direct access to decision makers
- Hybrid work environment – ability to work from home and the office
- Benefits
- Free parking/close to major bus routes

**Specific Duties:**

- Interpret and implement registration policies, procedures and templates to ensure ongoing compliance with the Act, Regulation and By-laws
- Provide administrative support to the Registrar Executive Director inclusive of managing their calendar and responding to meeting requests on their behalf
- Provide administrative support to the Council Chair and Council by managing the member portal, attending meetings, and taking minutes
- Provide administrative support to statutory committees, including scheduling meetings, preparing meeting packages, transcribing minutes, editing and formatting formal letters, and tracking complaints for reporting purposes
- Support the planning of the Annual General Meeting
- Coordinate the publication of the Annual Report
- Process accounts payable entries and accounts receivable in accordance with office procedures
- Process office payroll.

## **Education & Experience**

- Certificate or Diploma in office support or administration; equivalent combination of education and experience may be considered
- 5 years of directly related senior level administrative experience
- Advanced computer skills with expertise in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint) and database applications
- Understanding of accounting and financial functions and experience with accounting/finance and payroll programs
- Experience working in a highly confidential, environment with the ability to act with professionalism, integrity and diplomacy

## **Key Competencies**

- Client focused: Committed to client service and developing internal and external client relationships
- Communication: Has excellent oral and written communication (including proofreading).
- Quality of work: Has high attention to detail and accuracy with exceptional organization skills
- Integrity and Trust: Handles confidential information with discretion
- Problem solving: Ability to analyze complex situations and exercise independent judgement to determine best solutions
- Team Player: Able to work independently and with a team

## **Conditions of Employment**

The successful applicant must:

- have a car and valid driver's license,
- be able to travel in Manitoba
- sign a Confidentiality Agreement with the College
- be able to work days or evenings and weekends, as required
- be able to work additional hours during peak times
- be flexible and adapt to change and shifting demands and priorities
- be able to work alone at times
- provide a satisfactory Criminal Record Check prior to finalizing employment offer.

CPM follows and/or exceeds Manitoba Public Health guidelines and protocols.

## **Remuneration:**

Hourly wage to be based on education and experience

We welcome applications from all qualified individuals and encourage women, racialized persons, Indigenous persons, persons with disabilities, and 2SLGBTQ+ persons to confidentially self-identify at time of application.

We thank all applicants for their interest and will contact only those whose skills, knowledge and experience most closely match the requirements of the position.