



College of
Registered Nurses
of Manitoba

Administrative Assistant, Corporate Services

Reporting to the Chief Financial Officer (CFO), the Administrative Assistant, Corporate Services provides administrative support to ensure the smooth day-to-day operations of the Corporate Services team.

Scope of this position:

- Provides administrative support to the Corporate Services team.
- Prepares and organizes team logistics, including sending invitations and booking meetings, meeting room set up, taking meeting minutes, providing technical support, and troubleshooting.
- Assists with ad-hoc projects, policies, documentation, and communication for the Corporate Services department.
- Assists the Operations Specialist with tasks related to building maintenance.
- Assists with the management of the contract database.
- Assists with processing vendor invoices; staff and committee expenses for reimbursement.
- Assists with filing monthly corporate credit card statements and receipts.
- Prepares invoices as required for NSF fees, reimbursements, fines and censure costs.
- Processes registrant refunds and assists with preparing financial reconciliations and working papers.
- Participates in month-end close activities, including preparation of journal entries and reconciliation of accounts.

Education and experience:

- Completion of a certificate/diploma in an administrative professional program or an equivalent combination of education and experience
- Minimum 2 years of office administration experience
- Experience in providing excellent customer service
- Experience managing competing demands, effectively prioritizing tasks with attention to detail, in a priority changing and challenging environment
- Experience with project coordination and meeting/documentation support
- Knowledge of basic finance administration processes
- Customer orientation and ability to adeptly respond to various personalities
- Detail oriented and the ability to plan or adjust to a variable workload
- Excellent communication and writing skills
- Excellent analytical and problem-solving skills
- Data entry and processing skills
- The ability to work as part of a team as well as independently
- Proficiency with MS Office, including Teams, SharePoint and Excel

This position requires excellent organizational skills, flexibility, motivation to be self-directed, an ethical regard for confidentiality of information and professional presence.

To apply, please submit your resume and cover letter before noon on August 17, 2026 to:

Susan Irwin, Manager of Human Resources
careers@crnm.mb.ca

THIS POSITION IS A FULL-TIME, PERMANENT ROLE WITH A SALARY STARTING AT \$49,198.
WE ALSO OFFER A COMPETITIVE BENEFITS PACKAGE.

We thank all who apply, but only those chosen for an interview will be contacted.