

POSITION TITLE: Registration Assistant

SUPERVISOR: Director of Registration

DEPARTMENT: Admissions

CLASSIFICATION: Term – 1 year

Engineers Geoscientists Manitoba recognizes the importance of building an exemplary labour force that is inclusive and reflective of the population it serves. A focus on equity, diversity, and inclusion is paramount to achieving our success. The Association fosters a work environment that challenges and empowers employees, promotes learning, teamwork, and innovation; and recognizes achievement. Employees aspire to a high-performance culture that is focused on results and combines collaboration and clear direction with scope for autonomy. Engineers Geoscientists Manitoba welcomes applications from people with disabilities. Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process.

HOURS OF WORK: 35 hours per week

- Association office hours are 8:30 a.m. to 4:30 p.m.; Mon-Fri.

QUALIFICATIONS: Minimum Grade 12 diploma; Administrative Assistant or Business Administration Certificate from a technical Institute, or post-secondary degree is preferred but a combination of education, training, and experience may be considered. Previous administrative experience working in a post-secondary institution or regulated professions office would be an asset.

Friendly and engaging self-starter with intuitive sense to anticipate needs and goals. Must have strong organizational skills, attention to detail is imperative. Must have excellent customer service skills and attitude, and experience working with diverse populations. Understanding of the Truth and Reconciliation Calls to Action, the MMIWG2S Calls to Justice, and critical race and gender theory considered an asset.

PAY RATE: The Association provides competitive compensation and benefits.

TERM January 12, 2026 – January 29, 2027

REPRESENTATIVE SKILLS

- Strong detail orientation and high standards for quality work.
- Computer proficiency with Microsoft Office including Word, Excel, Outlook, and Teams, and knowledge of SharePoint, Adobe Acrobat, and database management.
- Personable demeanour/excellent customer service orientation.
- Strong written and verbal communication and interpersonal skills.
- Good file management including electronic file management.
- Ability to maintain a high level of confidentiality.

- Flexibility, goal-oriented, and task driven.
- Ability to develop timelines and meet deadlines.
- Ability to handle applicant enquiries with respect, sensitivity, courtesy, and strict privacy/confidentiality.
- Ability to handle multiple requests concurrently.
- Patient, energetic, and enthusiastic, even through repetition.

DUTIES & RESPONSIBILITIES

Scope

This position is responsible for providing general and application specific information in response to phone and email inquiries relating to admission requirements, policies, and procedures. The Registration Assistant will also be responsible for processing and data entry of applications, assisting in maintaining a database of applicant information, and preparing materials for review and assessment by Admissions Department staff and Association committees. The position also provides administrative assistance and support to the Director of Registration, as needed.

Application Processing:

- Receive, monitor, and consolidate all documentation and fees for various types of applications.
- Prepare and provide email notification to applicants within set timelines.
- Create database profiles and input data from applications received, along with collecting fees and ensuring the required documentation.
- Respond to inquiries from prospective applicants.
- Prepare incoming and outgoing applicant verification requests to other regulators and record information in applicant profiles.
- Record and monitor the progress of outstanding applications to ensure the necessary documentation is provided.
- Communicate with admissions staff and membership services on the status of applications.
- Check status and availability of applicant academic transcripts from institutions and third-party credential evaluation service providers.
- Conduct online search and accreditation status checks of academic institutions.

Administrative Support:

- Monitor and respond to emails and voice messages.
- Prepare correspondence to applicants and respond to inquiries via email and telephone.
- Provide support to admissions-related policy, guidelines, and procedure development.
- Assist with preparation of applicant files, documentation and meeting materials for Admissions staff and Association committees as required.
- Provide administrative assistance as requested by the Director of Registration.

OTHER

Good Character

- Must agree to a criminal record check.

Physical Requirements

- Standing and walking for limited periods of time.
- Sitting at a desk for extended periods of time.
- Talking on the telephone for limited periods of time.
- Extensive keyboarding and computer use; eye strain for limited periods of time (related to computer use).

INTERESTED CANDIDATES SHOULD FORWARD A COVER LETTER OF APPLICATION AND RESUME TO:

Director of Operations
Engineers Geoscientists Manitoba
870 Pembina Hwy,
Winnipeg, MB, R3M 2M7
Info@EngGeoMB.ca

Closing Date: December 17, 2025