



INTERNAL/EXTERNAL

Job Posting

Medical Secretary

Relief

Salary Range \$20.18 to \$24.02/hour

South-East Ottawa Community Health Centre is a non-profit health, community and social services agency. The Centre requires a Medical Secretary to work with our Health and Social Services Administrative Team.

The Medical Secretary's primary role is to make clients of the Centre welcome and to facilitate smooth access to programs and services by providing medical administrative support. Duties and responsibilities include answering phone lines, greeting, registering and scheduling clients, arranging referrals as required and providing administrative support as needed such as photocopying, scanning, faxing, filing, etc. The Medical Secretary is also responsible for implementing the Centre's policies, procedures, client reception and administrative protocols. Extended clinic hours require flexible work schedule.

QUALIFICATIONS

- Post-secondary training in office management, medical secretarial or a related program.
- Two years' experience in a Health/Social Service Setting, office administration, preferably in a multi-disciplinary setting and a not-for-profit organization.
- Fluent oral and written skills in English and French preferred; other languages an asset.
- General knowledge of medical terminology
- Proficiency in word processing (min. 50 wpm), data entry, electronic scheduling, records management, Nightingale on Demand (NOD) electronic medical records.
- Excellent communication and interpersonal skills, including conflict resolution, problem solving.
- Proven team-work skills.

Please submit your résumé and cover letter stating how your qualifications match the job requirements, no later than 4:00 p.m. on Friday, August 17th, to

Human Resources Officer
South-East Ottawa Community Health Centre
<https://seochc.bamboohr.co.uk/jobs/view.php?id=52>

SEOCHC is committed to employment equity and values diversity in the workforce. . We thank all candidates for their interest, only those selected for an interview will be contacted. Candidates with a disability requiring accommodation during the interview process should advise Human Resources so arrangements can be made.