

Medical Secretary/Receptionist (full-time)

The Medical Secretary/Receptionist effectively and efficiently serves clients, maintaining appointments, confidential records and information, and provides administrative support. Attention to detail and the ability to manage several tasks at once are essential.

Qualifications include:

- College diploma or secondary school diploma with medical secretary certificate or equivalent combination of education and relevant work experience
- 5 years experience in a healthcare setting
- Proficiency in typing and word processing, data input and computerized scheduling within a fully electronic medical record system
- Experience in dealing with the public in a calm and helpful manner
- Flexibility to work day and evening shifts (to 8 pm)

We offer a collaborative work environment, competitive salary and benefits. For full requirements, see the job description on www.grandriverchc.ca. To pursue this opportunity, please send your resume and covering letter to Human Resources at resumes@grchc.ca.

All applications must be submitted no later than March 31, 2017

Grand River Community Health Centre

363 Colborne St, Brantford,

N3S 3N2

Email: resumes@grchc.ca



www.grandriverchc.ca



**Grand River
Community
Health Centre**