

Medical Secretary/Receptionist Permanent Full-time 37.5 hours per week

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 word processing, data input and computerized scheduling within a fully electronic medical record system
- Patient focused attitude
- Demonstrated commitment to providing outstanding customer service
- Flexibility to work day and evening shifts (to 7:30 pm)

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 **Sept 23, 2022**. We appreciate your interest, however, only those invited for an interview will be contacted.

Grand River Community Health Centre
363 Colborne Street
Brantford, ON N3S 3N2



www.grandriverchc.ca

