



MIDWIFERY CARE
NORTH DON RIVER VALLEY

Medical Administration Position

Midwifery Care~North Don River Valley
35 hr work week with alternate Fridays off
Start Date: As Soon As Possible

Midwifery Care~North Don River Valley is a well-established practice of 12 midwives providing comprehensive pregnancy, birth, and postnatal care. We are seeking a highly skilled, professional Medical Administrative Professional to join our collaborative and client-centred team.

This role is ideal for an experienced medical administrative professional who thrives in a fast-paced clinical environment, brings exceptional organizational ability, and values compassionate, high-quality patient care.

Key Responsibilities:

- Professionally manage and triage a high volume of incoming calls
- Coordinate, book, and reschedule complex appointment schedules
- Welcome and support clients with warmth, discretion, and professionalism
- Prepare and manage patient intake documentation and records
- Liaise with hospitals, physicians' offices, and diagnostic clinics
- Maintain accurate electronic and paper records
- Manage clinical supplies and assist with inventory control
- Support the Practice Manager with administrative and operational tasks
- Ensure a clean, organized, and efficient reception and waiting area

Qualifications & Experience:

Minimum 2 years of medical administrative or healthcare reception experience.

- Strong proficiency with EMR systems and Microsoft Office (Word, Excel)
- Exceptional organizational skills with proven ability to manage competing priorities
- Excellent written and verbal communication skills
- High level of professionalism, discretion, and attention to detail
- Ability to work independently and as part of a multidisciplinary team

We Offer:

- Competitive salary commensurate with experience (\$21-\$25 per hour)
- Comprehensive benefits package after probationary period
- Predictable daytime schedule with alternate Fridays off
- Supportive, collegial work environment focused on quality care

To Apply:

Please forward your resume and a brief cover letter to: mail@midwiferycare-ndrv.com
Only applicants selected for an interview will be contacted.