

Cambridge Midwives Seeking Administrative Assistant

Position Overview

Currently seeking a full-time (34hrs/week) Administrative Assistant for our downtown Galt midwifery clinic. This integral role ensures the smooth daily operation of our office. The administrative assistant is the first point of contact for our clients; both over the phone, and face-to-face. We are seeking an individual who adopts a compassionate, patient, and professional approach when interacting with clients. Administrative experience in healthcare would be an absolute asset. Reception or customer service experience ideal.

This position requires a current satisfactory Criminal Records Check (including Vulnerable Sector Search) as a condition of employment. A security check is considered current if it was obtained no more than six (6) months prior to the start of employment.

We welcome applications from individuals with an interest in curating a warm environment for our clients, while balancing the fast-paced environment of a medical clinic.

Qualifications and Skills

- Ability to exercise confidentiality, tact, and discretion as required
- Proficiency in Microsoft Office including: Outlook, Word, Excel. Experience with Apple OS an asset
- Ability to multitask, prioritize, and manage time effectively
- Ability to work collaboratively with and take direction from health care professionals
- Capable of providing simple tech support for the office computers and printers
- Experience working with a patient/client database system for booking, scheduling, and retrieving information an asset
- Excellent communication skills (written, verbal, and interpersonal). Additional languages are an asset.
- Exceptional organizational, planning, and problem-solving skills necessary

Job Details

- Greeting and directing clients
- Implementing and maintaining office policies and procedures
- Maintaining updated patient demographics by obtaining, recording, and revising personal information
- Scheduling and confirming appointments for patients
- Maintaining sterile and in-date medical stock
- Maintaining a clean and tidy reception area and patient waiting room
- Reviewing and filing medical documents (we currently use Accuro EMR)
- Liaising between healthcare professionals

Incentives

Our clinic is located on the 5th floor of a newly renovated office building which overlooks the Grand River. Our office boasts the following:

- Benefits package (dental, RMT, vision, psychotherapy, etc...)
- FOB access to underground parking
- Boardroom complete with fridge, microwave, coffee, tea, filtered watercooler, snacks