

Part-Time Employment Opportunity

Job Title: Office Support

Job Type: Part-Time (13 hours/week)

Salary Range: \$15/hour

Effective Date: October 13, 2017

Location: Maple, Ontario

Our busy midwifery clinic requires an attentive, positive and engaging person to join our Team to provide part-time office support. The successful candidate will have excellent social skills and be detailed-oriented. This part-time role is for 2 days/week (13 hours).

Key Responsibilities:

- Maintain an accurate and organized filing system
- Organize materials, brochures, and handouts for clients
- Change linen on beds
- Restock clinic rooms
- Use computer, other office equipment and technology efficiently
- Follow office policies and procedures
- Maintain confidentiality and security of all client health information
- Multitask and prioritize in a fast-paced, high-demand environment
- Perform other related duties (eg. reception – greet clients, answer phone)

Qualifications:

- High school diploma
- Current enrollment in a Community College Office Administration or Medical Diploma or equivalent (eg. midwifery or nursing student) is an asset
- 2 years of related office experience in a health care environment is an asset
- Excellent communication skills, both written and oral English
- Demonstrated ability to work independently and accurately in the presence of frequent interruptions

Qualified applicants should forward resumes by October 31, 2017 to:

fcmidwives@gmail.com

Only those applicants selected for an interview will be contacted