

Administrative Support Staff – Support Staff Position

Midwives of Mississauga is looking for a reliable, hardworking, and friendly individual to join our support staff team.

Our midwifery practice opened in 1994 and has been growing ever since. We provide midwifery care to a diverse clientele which reflects the population of Mississauga

Responsibilities :

- To provide general reception duties such as front line greeting of clients and visitors, answering inquiries, and providing information to potential and current clients
- Primary contact between clients and the clinic
- Managing the midwives appointment scheduling, booking and confirming appointments
- Calls, emails, client intakes
- Assisting with the smooth functioning of the office, and office maintenance
- Multi-tasking in a very fast pace and highly demanding environment
- Demonstrates professionalism and discretion regarding sensitive and confidential client information
- The ability to prioritize tasks in order to meet deadlines
- Working from our Mississauga location

Qualifications :

- Excellent communication skills, both written and oral
- Ability to work both independently and as a member of our team
- Knowledge of computer programs and applications including electronic medical records (Oscar is preferred), Microsoft Office and Internet
- A strong command of the English language both written and oral
- An understanding of midwifery and pregnancy is ideal

Pay : \$18/hour, 40 hours per week. Benefits after 3 months. Position to start ASAP.

Send your resume AND a cover letter via email to : Carol Pemberton, Office Manager, Midwives of Mississauga midwiferycare@mcphh.ca

Only those selected for an interview will be contacted.