

Regular Part-Time Support Person for Midwifery Office in Aurora

Midwives of York Region are looking for a dependable and enthusiastic person to join our administrative team. We are a practice of ten midwives, located in Aurora, 45 minutes north of downtown Toronto.

Responsibilities:

- To provide general office and reception duties including, answering and making calls, faxing, email, filing, copying
- Managing the midwives appointment scheduling, booking and confirming appointments
- Assisting our office manager as needed

Qualifications:

- Experience working in medical or midwifery office environment
- Excellent oral and written communication skills
- Team player with an ability to work independently with minimal supervision in a busy office environment
- Proficiency in working with office machinery in addition to computer programs such as Microsoft Office, Outlook and Access

Hours: 2 to 3 regular days per week, 8:30am-5:30pm, days to be negotiated. Sick day coverage. 5 weeks/year of vacation coverage.

Pay: \$15-17/hour depending on education and experience

Position Start Date: August 1, 2018

Send your resume with a cover letter to:

Attention: Carrie Garraway

Midwives of York Region

fax: 905-713-2245, email Midwives of York Region yrmidwives@gmail.com

or mail to:

Midwives of York Region

372 Hollandview Trail Suite 303

Aurora, ON L4G OA5

Interviews will be held Monday June 25th, 2018

Only those selected for an interview will be contacted.