



Genesis Midwives
beginning with care

Office Administrator

Genesis Midwives is a practice located in Kitchener Ontario. It consists of five midwives who provide primary health care during pregnancy, labour, birth and six weeks postpartum. We serve a diverse group of clients in and around the KW region.

Job summary:

This is a part time office administrator position for 3 months. You would be expected to work in the clinic 2-4 days a week with a possibility of being offered a full time position. Start date as soon as possible.

Office administrator responsibilities:

- Reception tasks (answering and triaging phone calls)
- COVID screening and greeting clients on arrival
- Managing appointments
- Filing, faxing, and copying charts
- Database management
- Ordering midwifery supplies
- Office organization
- Technical support

During your time working at Genesis Midwives, we will be implementing an electronic medical record (EMR). You will be involved in the training and transition into the EMR which will include transcribing charts.

Skills and Experiences:

- Strong communication skills (verbal and written)
- Problem solving skills
- Adaptability, prioritization of tasks, and the ability to multitask
- Computer skills are essential (MS word, Access)
- Clinical office administration experience is an asset
- Accuro (EMR) familiarity is an asset

Compensation commensurate with experience.

Please submit your resume to Genesis Midwives:

info@genesismidwives.ca

Subject: Office Administration Position

Deadline June 7, 2021

Please note, only applicants selected for an interview will be contacted.

Thank you