



## SGMT is looking for an ADMINISTRATIVE ASSISTANT (temporary part time)

Seventh Generation Midwives Toronto is looking for a dynamic and enthusiastic individual to take on the position as our **Administrative Assistant**. We are a midwifery practice group in Toronto that opened in January 2006. We provide midwifery care to the general population but we focus our outreach and services to Toronto Indigenous families. **Indigenous identified candidates are especially invited to apply.**

### Responsibilities:

- To provide general reception duties such as front line greeting of clients and visitors, answering phone, directing calls, faxing, email, filing, etc.
- Managing the midwives appointment scheduling, booking and confirming appointments
- To assist with the smooth functioning of the office
- To ensure clients rights to confidentiality

### Qualifications:

- 1 year experience working in medical office environment or relevant training/certification (i.e. Medical Office Admin Program, Health Services program) an asset
- Excellent communication skills, both written and oral
- Ability to work both independently and collaboratively, strong understanding of independent follow up and follow through
- Excellent knowledge of computer programs and applications including Microsoft Office and Internet
- Knowledge of Indigenous services and organizations in Toronto
- Knowledge of other languages an asset, particularly any Indigenous languages, French or Spanish
- Some post-secondary education an asset

If you don't think you fit all the 'Qualifications' but you think you would be great at this job apply anyway and tell us why.

Pay: \$15-18/hour, business hours

Send your resume **AND a cover** letter by October 31, 2018, to:  
Anna and the Hiring Committee  
c/o Seventh Generation Midwives Toronto  
**Post:** 525 Dundas Street East, 2<sup>nd</sup> Floor, Toronto, ON M5A 2B6  
**Email:** [officecoordinator@sgmt.ca](mailto:officecoordinator@sgmt.ca)  
**Fax:** 416 530 7478

Miigwetch for your interest. Only those selected for an interview will be called.