

RNC**Employment Service**

905-727-3777

Aurora

222 Wellington Street East, Main Floor

**Administrative Assistant****Job # 2018-11-037**

NOC / NAICS	1241 / 621340	Date	November 27, 2018
Location	York Region (AURORA: Bayview / Wellington)	Wages	\$15.00 per hour
Experience (Yrs.)	<input checked="" type="checkbox"/> 0-1 <input type="checkbox"/> 1-3 <input type="checkbox"/> 3-5 <input type="checkbox"/> 5+	Hours/Week	15+ hours/week
Employment Type	<input checked="" type="checkbox"/> Perm <input type="checkbox"/> Temp <input type="checkbox"/> Seasonal <input type="checkbox"/> FT <input checked="" type="checkbox"/> PT	Schedule Availability	Mon/Wed/Thur/Fri afternoons and some Saturdays 10am-1pm
Benefits Available After Probation Period	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes:		
Workplace / Physical Requirements	Standard office setting		

Company

Small medical clinic striving to provide patients with the best foot care possible, understanding that education is a key component for success with treatment plans. Practicing a full scope of podiatric medicine including but not limited to biomechanical exams, orthotics, surgical procedures and pediatric exams.

Job Duties

- Carry out administrative duties such as filing, typing, copying, and scanning
- Order office supplies
- Answer phone calls and email inquiries
- Greet patients upon arrival and assist in completing intake forms
- Manage and schedule appointments using EMR and online booking platform
- Generate patient invoices and process payments
- Clean/process podiatry instruments, and treatment rooms

Requirements

- **Previous administrative experience in an office setting**
- Working knowledge of computers including Microsoft office and email
- Friendly demeanor with excellent communication skills
- Available to work afternoons Monday / Wednesday / Friday 1:30pm - 5:00pm, Thursday 2:00pm - 7:00pm and one Saturday per month 10:00am - 1:00pm
- Excellent attention to detail
- Good organization skills

How to apply

To apply please submit resume to HRQR@rncces.ca for pre-screening and consideration. Include a note indicating why you are a good fit for this position.

Disclaimer

RNC Employment Services reserves the right to submit applicant resumes in their sole judgement directly to employers only following registration. Registration in itself does not determine applicant job posting eligibility. Further RNC is not responsible for employer hiring decisions which may pre-empt registration.