

RNC**Employment Service**

905-727-3777

Aurora

222 Wellington Street East, Main Floor

Job Title

Medical Secretary**Job # 1901015**

NOC / NAICS

1241 / 621110

Date

January 21, 2019

Location

York Region
(Aurora: Yonge / Wellington)

Wages

\$25.00 per hour

Experience
(Yrs.)
 0-1 1-3 3-5 5+

Hours/Week

12-18 hours/week

Employment
Type
 Perm Temp Seasonal
 FT PT
Schedule
AvailabilityBenefits Available
After Probation Period
 No Yes:
Workplace / Physical
Requirements

n/a

Company

Small medical office is seeking a Medical Office Secretary to help meet patient needs for two doctors.

Position Summary / Candidate Profile

An office opportunity working for a physician's office located in Aurora. This role is responsible for administrative functions and an ideal candidate is detail oriented with a pleasant demeanor.

Job Duties

- Answering telephones, taking messages, sending faxes
- Booking appointments
- Prepare patient files, documents for release; copy paperwork where needed
- Input patient information and print labels
- OHIP and Billing
- Other administrative duties

Requirements / Candidate Profile

- **Previous experience and/or completion of medical office training program**
- **Excellent communication skills**
- **Computer skills**
- Professional telephone manner
- Ability to handle confidential information
- Professional and supportive of patient needs

How to apply

To apply please submit resume to HRQR@rncs.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.