



Medical Secretary

- Toronto, Canada
- Full-time

Company Description

Matrix is a full service staffing firm providing professional recruitment solutions for a wide variety of careers.

Job Description

Salary: \$12.00 to \$15.00 hourly for 40 hours per week

Terms of Employment: Temporary, Full Time

Specific Skills

Type and proofread correspondence, forms and other documents; Receive and forward telephone or electronic enquiries; Maintain and prepare reports from manual or electronic files, inventories, mailing lists and databases; Sort, process and verify applications, receipts and other documents; Process incoming and outgoing mail manually or electronically; Send and receive messages; Compile data, statistics and other information; Provide general information to clients and the public; Prepare and format page presentation; Provide general information to clients and the public; Order supplies and maintain inventory; Photocopy and collate documents for distribution, mailing and filing

Work Conditions and Physical Capabilities

Fast-paced environment; Work under pressure; Tight deadlines; Repetitive tasks; Sitting for extended periods

Essential Skills

Reading text; Document use; Numeracy; Writing; Communication; Working with others; Problem solving; Decision making; Critical thinking; Job task planning and organizing; Significant use of memory; Finding information; Computer use; Continuous learning

Qualifications

Education

Completion of high school; Completion of college/CEGEP/vocational or technical training

Experience: 2 years to less than 3 years

Business Equipment and Computer Applications: Windows; General office equipment; Electronic mail; Electronic scheduler; MS Word; Excel; Database software; MS PowerPoint; Internet browser

Typing (Words Per Minute): 45 - 60 wpm

Additional information

All information will be kept confidential according to privacy guidelines.