



Medical Secretary, Medical Affairs - 1 position	Posting #: 54810
Medical Affairs	Posting Date: April 15, 2025
Family Medical Centre - London, ON	Submission Deadline: April 21, 2025
Full Time	Bradley Dudley, Human Resources
Non-Union	Salary Range: \$29.11 - \$34.23 /hour

An excellent opportunity exists for a dynamic and collaborative Medical Secretary within the Department of Family Medicine. The successful candidate will support a high-paced, clinical practice and academic duties for Drs. Saadia Jan, Laura Lyons, Nelson Chan, Susan McNair, and Eric Wong and their Residents. Duties may include, but are not limited to, the organization and maintenance of a busy clinical office and activity, follow-up with patients, fellows, residents etc., provide liaison with various internal and external stakeholders such as the Ministry of Health, Long Term Care Residences and specialists, Western University; organizing meetings outlook calendar and on call scheduling.

#### Essential Qualifications

- Graduate of a recognized Medical Secretary Diploma or equivalent experience
- Knowledge of a safety culture in a health care setting in compliance with the OHSA
- Demonstrated Intermediate level computer skills particularly with Word, Excel, PowerPoint, Microsoft 365, Outlook, Google calendar, PowerChart, M365, AcuityStar
- Troubleshooting capabilities with onsite computers.
- Excellent typing skills (35 WPM)
- High level of initiative and self-direction required with proven problem-solving abilities
- Excellent organizational skills to establish and balance competing priorities in a challenging and diverse work environment
- Ensure physician productivity by maintaining calendar, scheduling appointments, physician consultations, meetings, conferences and travel.
- Superior communication and interpersonal skills with a strong customer focus as well as a positive and professional attitude toward assisting internal or external customers.
- Ability to take meeting minutes

#### Preferred Qualifications

- Experience working in a Medical Secretary role or equivalent providing direct support to a Physician(s) within a clinical and academic setting
- Experience with PS Suite or equivalent EMR
- Preparation of physician correspondence
- Basic accounting tasks
- Proficiency in a second language would be an asset
- Experience in maintaining AcuityStar CV's
- Experience in assistance with manuscript preparation

#### Teaching and Research

- St. Joseph's Health Care London through its affiliation with Western University and Fanshawe College is a leading research and teaching hospital. As an employee of St. Joseph's, you will be expected to engage within the scope of your role, activities related to teaching and research in addition to any of your clinical duties

### Immunization Requirements

- Provide vaccination records or proof of immunity against measles, mumps, rubella, varicella (chicken pox), Hepatitis B, COVID-19 and influenza.
- Provide documentation of the Tuberculosis skin testing

*Your interest in this opportunity is appreciated.*

*Human Resources and Leaders use your profile information to evaluate your application for the vacancies you apply to.  
Only those under consideration will be contacted.*