



Medical Secretary, Medical Affairs - 1 position	Posting #: 54833
Medical Affairs	Posting Date: April 17, 2025
St. Joseph's Hospital - London, ON	Submission Deadline: April 23, 2025
Temporary Part 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 Psychiatry, supporting Dr. Dua and the CPD program. The successful candidate will support the program with duties that may include but not limited to all aspects of scheduling for educational and training sessions for physicians, residents, nursing, allied health staff and learners. The organization and maintenance of busy educational offices and activities, monitoring and managing computerized databases, tracking and arranging events and learning sessions, follow-up with physicians, fellows, residents etc. This position also organizes aspects of events such as catering, venue bookings, invoicing, work with department of psychiatry Western and provide liaison with various internal and external stakeholders.

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
- Previous experience in an administrative role in a medical office setting
- Excellent understanding of medical terminology
- Excellent typing skills (35 WPM)
- Demonstrated Intermediate level computer skills particularly with Word, Excel, PowerPoint, M365, Outlook, Google calendar Webex, Teams, Zoom
- 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
- Superior communication and interpersonal skills with a strong customer focus as well as a positive, professional and respectful attitude toward assisting internal or external customers
- Detail oriented and demonstrated accuracy with the work involved
- Ability to work independently and within a team

Preferred Qualifications

- Experience working in a Medical Secretary role providing direct support to a Physician and/or other administrative development continuing education activities
- Experience with Cerner/PowerChart clinic scheduling system
- Ensures physician productivity by maintaining calendar, scheduling appointments, physician consultations, meetings, conferences and travel
- Maintenance of patient records & preparation of physician correspondence
- Accounting tasks with invoice experience
- Proficiency in a second language would be an asset

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 in role related teaching

and research activities 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.*