



Medical Secretary, Medical Affairs - 1 position	Posting #: 54902
Medical Affairs	Posting Date: April 30, 2025
St. Joseph's Hospital - London, ON	Submission Deadline: May 06, 2025
Temporary Regular Part Time	Bradley Dudley, Human Resources
Non-Union	Salary Range: \$29.11 - \$34.23 /hour

This temporary part-time position is expected to extend until January 1, 2025, and is subject to the availability of work.

An excellent opportunity exists for a dynamic and collaborative Medical Secretary within the Department of Medicine, division of Rheumatology. The successful candidate will support a part-time, up to 24 hours with some flexibility, clinical practice and academic duties for Dr. Lillian Barra. 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 and outlook calendar.

Essential Qualifications

- Graduate of a recognized Medical Secretary Diploma or equivalent experience
- 2 -3 years administrative experience, preferably in a Hospital or University environment
- 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
- 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
- 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 billing
- Previous experience managing a physician calendar regarding appointments, consultations, meetings, conferences and travel
- Previous experience preparing Physician correspondence
- Basic accounting tasks
- Proficiency in French or 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.*