



Medical Secretary, Breast Care Centre - 1 position	Posting #: 54975
Breast Care Centre	Posting Date: May 12, 2025
St. Joseph's Hospital - London, ON	Submission Deadline: May 18, 2025
Regular Part Time	Bradley Dudley, Human Resources
Non-Union	Salary Range: \$29.11 - \$34.23 /hour

The Breast Care Centre provides individuals of London and the surrounding area with a wide range of breast services including screening, breast assessment, surgical treatment, follow up and wellness clinics. This is accomplished through an multidisciplinary team and a client-centered approach to care.

The successful candidate will play an integral role in supporting the Breast Surgery Clinic. The Breast Surgery Clinic is a multidisciplinary team, which includes Surgeons, Nurse Practitioners, RNs, RPNs, Medical Radiation Technologists and Clerks. This position will support the provision of care by facilitating the smooth flow of patients, patient information and patient tests and procedures.

The position will support the clinic and patients. It will require scheduling appointments, conversing with physicians, re-booking and communicating with patients, booking diagnostic imaging, assisting with managing patient flow throughout the Breast Care Centre, and other tasks.

#### Essential Qualifications

- College Diploma in Medical Office Administration
- 2-3 years administrative experience, preferably in a Hospital or University
- Experience managing Physician schedules is an asset
- Demonstrated intermediate computer skills for software applications in Microsoft Office, Word, Excel and Adobe
- Minimum 30 wpm typing speed and transcribing experience
- Good working knowledge of Cerner and Outlook
- Good working knowledge of Google products (Gmail, calendar) and scheduling software (e.g., doodle.com)
- High level of initiative and self-direction required with proven problem-solving abilities
- Excellent organization and time management skills with the ability to prioritize workload in a busy clinical environment
- Attention to detail and high level of accuracy in work
- Strong interpersonal and communication skills with a demonstrated patient/customer service focus, including conflict management
- Demonstrated willingness and ability to acquire new knowledge and skills in a changing clinical and educational environment
- Demonstrates a professional and positive and professional attitude toward supporting internal and external customers
- Demonstrated ability to work effectively in a team environment with frequent interruptions Knowledge of a safety culture in a health care setting in compliance with the Occupational Health & Safety Act (OHSA)

#### Preferred Qualifications

- Proficiency in French would be an asset
- Experience working within a Surgeon clinical setting

#### 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.*