



Medical Secretary, Medical Affairs - 1 position	Posting #: 55222
Medical Affairs	Posting Date: July 03, 2025
Parkwood Institute Main - London, ON	Submission Deadline: July 09, 2025
Regular Part Time	Andrew Harriman-Duke, 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 Medicine, Division of Geriatric Medicine. The successful candidate will support a high-paced, clinical practice and academic duties for Dr. Mohammed. Duties may include but are not limited to, all aspects of scheduling patients, the organization and maintenance of a busy clinical office and activity, being the first point of contact when patients and referring physicians contact the office, tracking and arranging patient referrals, follow-up with patients, fellows, residents etc., provide liaison with various internal and external stakeholders, organizing meetings and outlook calendar.

Essential Qualifications

- Medical Office Diploma
- 2-3 years administrative experience, preferably in a Hospital or University environment
- Understanding of medical terminology
- Demonstrated Intermediate level computer skills particularly with Word, Excel, PowerPoint, Adobe, Outlook, Google calendar, PowerChart, Acuity STAR
- Minimum 35 wpm typing speed and transcribing experience
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- 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
- Demonstrates a professional and positive and professional attitude toward supporting internal and external customers
- Strong interpersonal and communication skills with a demonstrated patient/customer service focus, including conflict management
- Attention to detail and high level of accuracy in work
- Experience managing Physician schedules an asset
- Demonstrated willingness and ability to acquire new knowledge and skills in a changing clinical and educational environment

Preferred Qualifications

- Experience working in a Medical Secretary role providing direct support to a Physician within a clinical and academic office
- Experience with IBIS billing software
- Ensures physician productivity by maintaining calendar, scheduling appointments, physician consultations, meetings, conferences and travel
- Maintenance of patient records Preparation of physician correspondence
- Basic accounting tasks
- Proficiency in a second language would be an asset
- Experience in maintaining AcuityStar CV's

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.*