



Medical Secretary, Medical Affairs - 1 position	Posting #: 56038
Medical Affairs	Posting Date: December 24, 2025
Parkwood Institute Main - London, ON	Submission Deadline: January 05, 2026
Full Time Reduced	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 Physical Medicine and Rehabilitation, at St. Joseph's, supporting Dr. Fleet, Dr. Vanderende and Dr. Ngo. The successful candidate will support both a clinical and academic practice. Duties may include: all aspects of scheduling, patient contact, OHIP billing (IBIS), the organization and maintenance of a busy clinical office, monitoring and managing computerized databases, tracking and arranging patient referrals, OR bookings, follow-up, and provide liaison with various internal and external stakeholders.

#### Essential Qualifications

- Graduate of a recognized Office Administration Diploma
- 2-3 years administrative experience, preferably in a Hospital or University environment
- Experience managing Physician schedules an asset
- 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 an asset
- Understanding of medical terminology
- Demonstrated Intermediate level computer skills particularly with Word, Excel, PowerPoint, Excellent typing skills (35 WPM), Microsoft 365, Google calendar, PowerChart, M365
- 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
- Ability to take meeting minutes

#### Preferred Qualifications

- Experience with Acuity STAR database
- Experience working in a Medical Secretary role providing direct support to a Physician
- Experience with Cerner clinic scheduling system
- Familiarity with Accuro Electronic Medical Record System
- Familiarity with Health Screen OHIP billing package
- Ensures physician productivity by maintaining calendar, scheduling appointments, physician consultations, meetings, conferences and travel
- Maintenance of patient records & preparation of physician correspondence
- Office accounting tasks

### 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.*