



Medical Secretary, Medical Affairs - 1 position	Posting #: 56335
Medical Affairs	Posting Date: March 04, 2026
St. Joseph's Hospital - London, ON	Submission Deadline: March 10, 2026
Temporary Regular Part Time	Andrew Harriman-Duke, Human Resources
Non-Union	Salary Range: \$29.11 - \$34.23 /hour

Temporary assignment anticipated to extend to May 3, 2027, subject to the availability of work.

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 are 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, and follow-up with physicians, fellows, residents, etc. This position also organizes aspects such as catering, venue bookings, invoices, and works with the Department of Psychiatry Western to provide liaison with various internal and external stakeholders.

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
- 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, 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.*