



Medical Secretary, Medical Affairs - 1 position	Posting #: 56724
Medical Affairs	Posting Date: June 02, 2026
St. Joseph's Hospital - London, ON	Submission Deadline: June 08, 2026
Regular Part Time	Andrew Harriman-Duke, Human Resources
Non-Union	Salary Range: \$29.76 - \$35.00 /hour

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

This role supports day-to-day clinical operations by scheduling and managing patient appointments and referrals, all while maintaining an organized, high-volume office. As the first point of contact, you'll answer patient calls, schedule follow-up appointments, complete billing and filing. St. Joseph's is an academic institution, and you may be required to support fellows, residents, and learners as needed. You'll also collaborate closely with internal and external partners and work alongside the broader department while following established procedures to support the office seamlessly.

#### 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 IBIS 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

#### 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.*