



Medical Secretary, Medical Affairs - 1 position	Posting #: 56775
Medical Affairs	Posting Date: June 11, 2026
St. Joseph's Hospital - London, ON	Submission Deadline: June 17, 2026
Full Time Reduced	Andrew Harriman-Duke, Human Resources
Non-Union	Salary Range: \$29.76 - \$35.00 /hour

An excellent opportunity exists for an innovative and collaborative Medical Secretary within the Department of Surgery, orthopedics, supporting Dr. LeBel. As the successful candidate, you will support this physician's practice, both clinical and surgical. Primary responsibilities include: all aspects of booking clinic appointments and surgery, and maintaining wait times, medical/surgical OHIP billing, the organization and maintenance of a busy surgical office and clinic activities, tracking and arranging patient referrals, follow-up, and investigational tests.

#### Essential Qualifications

- Graduate of a recognized Medical Secretary Diploma equivalent in education and experience
- Completion of Secondary (High) School Diploma
- 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
- Demonstrated Intermediate level computer skills particularly with Word, Excel, PowerPoint
- Minimum 30-40 wpm typing speed and transcribing experience
- 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
- Excellent written and oral communication skills and a pleasant telephone manner
- 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 with a surgical office
- Experience in booking ORs/working knowledge of SurgiNet
- Demonstrated understating and proficiency in OHIP billing procedures
- Experience with Outlook an asset
- Ensures physician productivity by maintaining calendar, scheduling appointments, physician consultations, meetings, conferences and travel
- Maintenance of patient records
- Preparation of physician correspondence
- Office primary 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.*