Medical Secretary, Medical Affairs - 1 position	Posting #: 57280
Medical Affairs	Posting Date: November 05, 2026
St. Joseph's Hospital - London, ON	Submission Deadline: November 11, 2026
Full Time	Andrew Harriman-Duke, Human Resources
Non-Union	Salary Range: $29.76 - $35.00 /hour

An excellent opportunity exists for a dynamic, collaborative Medical Secretary in the Department of Medicine, Division of Respirology, supporting Dr. Mackenzie and Dr. Khalil. The successful candidate will support the program with duties that may include, but are not limited to, supporting high-paced clinical practice and academic duties, all aspects of scheduling patients, the organization and maintenance of a busy clinical office, being the first point of contact for patients and referring physicians, tracking and arranging patient referrals, billing, filing, follow-up with patients, fellows, residents, etc., providing liaison with various internal and external stakeholders, and collaborating with the department as a whole, including following standard operating procedures.

Essential Qualifications

- Graduate of a recognized Medical Secretary Diploma or equivalent experience
- 2-3 years of 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
- Ability to support physician productivity by maintaining calendar and scheduling appointments, physician consultations, meetings, conferences, and travel
- Experience in maintaining patient records & preparation of physician correspondence
- Experience in Accounting tasks and invoicing
- Proficiency in French or 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.