Medical Secretary, Medical Affairs - 1 position	Posting #: 57406
Medical Affairs	Posting Date: November 23, 2026
St. Joseph's Hospital - London, ON	Submission Deadline: November 29, 2026
Temporary Full Time	Andrew Harriman-Duke, Human Resources
Non-Union	Salary Range: $29.76 - $35.00 /hour

This is a temporary full-time position that is anticipated to extend until May 4, 2027, and is subject to the availability of work

A unique opportunity exists for a temporary, dynamic, dynamic and collaborative Medical Secretary within the Department of Medicine, Division of Cardiology. The successful candidate will support fast-paced clinical practices and academic duties within the department. Duties may include, but are not limited to, 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., provide liaison with various internal and external stakeholders.

Essential Qualifications

- Community college diploma in Medical Office Administration
- 2-3 years administrative experience, preferably in a hospital or University environment
- Experience managing Physician schedules is 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 for software applications in Microsoft Office, Word, Excel, PowerPoint, Adobe
- Excellent organizational and time management skills with the ability to prioritize workload in a busy clinical environment
- Minimum 35 wpm typing speed and transcribing experience
- 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
- 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

Preferred Qualifications

- Experience with Acuity start database
- Experience working in a Medical Secretary role providing direct support to a Physician within a clinical and academic office
- Experience with IBIS billing software
- Ensure office and/or clinic efficiency by identifying and filling gaps in clinics, assisting with messaging to patients, ensuring supplies and equipment are maintained, improving workflow within office
- Maintenance of patient records

- EMR experience with Cerner, JUNO or OSCAR
- Preparation of physician correspondence as needed
- Basic 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 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.