Medical Secretary, Medical Affairs - 1 position	Posting #: 57416
Medical Affairs	Posting Date: November 23, 2026
Parkwood Institute Main - London, ON	Submission Deadline: November 29, 2026
Full 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 Geriatrics. The successful candidate will support a high-paced, clinical practice and academic duties for Dr. Mah and Dr. Al-Baz. Duties may include Intermediate-level computer skills, particularly with Word, Excel, PowerPoint, typing skills (50 WPM), Microsoft 365, Outlook, Google Calendar, and being detail-oriented, 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

- Graduate of a recognized Medical Secretary Diploma, or certificate and 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 an asset
- Understanding of medical terminology
- Demonstrated Intermediate level computer skills particularly with Word, Excel, PowerPoint, typing skills (50 WPM), Microsoft 365, Outlook, Google calendar, PowerChart, OHIP billing. 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 the physicians as well as internal or external customers
- Detail oriented and demonstrated accuracy with the work involved
- Experience managing Physician schedules is an asset

Preferred Qualifications

- 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 the office, and remaining responsive to the needs of the physicians
- Maintenance of patient records
- 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.