

THE CENTRE IS SEEKING A: Receptionist/Medical Secretary

POSITION: Part-time - Permanent – 24 hours per week

RESPONSIBILITIES:

Provide medical secretary service through the daily activities for the organization of the site.

Welcome patients and visitors, maintain schedules, triage appointments and all activities related to medical appointments and primary health services.

Maintain accurate patient records.

QUALIFICATIONS:

- Experience in secretarial/receptionist duties an asset;
- Language skills: fluency in French and English, oral and written is required;
- Ability to work within an interdisciplinary team;
- Working knowledge in computers and ability to learn new software;
- Proven ability to manage multiple priorities in fast-paced environments;
- Strong interpersonal and communication skills, with the ability to interact professionally with clients, staff, and external partners;
- Proven ability to perform well under pressure while maintaining a high standard of work;
- Diploma in medical secretary preferred; certificate in Medical Terminology considered an asset;
- Effective problem-solving and decision-making skills, with the ability to adapt to changing situations;
- Demonstrated discretion and professionalism when handling sensitive and confidential information;
- Commitment to providing exceptional customer service, ensuring a positive client experience;
- Successful completion of a criminal record check is required prior to hire.

WORK CONDITIONS:

- Hourly wage range: \$22.47 to \$27.07, based on experience and qualifications.
- Comprehensive benefits package and participation in the HOOPP pension plan.
- Travel is required between Univi Health Centre sites in Noëlville, Alban, St-Charles, and Warren.

Interested candidates are requested to send their letter of interest and resume to the following address: emplois.jobs@univi.ca. This posting will remain open until the position is filled.

We thank all applicants for their interests. However, we will communicate only with candidates called for an interview.

In compliance with the 2005 Accessibility Ontarians Disability Act, the Univi Health Centre will make accommodations available during the selection process, you must advise the Human Resources Manager to identify your needs.
