



Medical Secretary (Temporary)

A temporary 5-6 month medical secretary opportunity is now available within a busy family practice. Working under the Barrie & Community Family Health Team umbrella, the medical secretary will work in a team environment with Dr. David Ruddock, a nurse practitioner and nurses.

Some of the key qualifications required of the medical secretary include:

- Medical Office Administration and/or terminology Certificate an asset
- Previous secretarial experience, preferably in a busy medical office setting
- Must have previous experience working with an electronic medical records system
- Strong working knowledge of Microsoft Office, Email and Internet
- Demonstrate excellent interpersonal/communication skills and empathy

Role Details:

Looking for an individual willing to work a 5-day workweek (35-40 hours/week), and able to start as soon as possible.

Interested applicants should fax their resume with cover letter to: 705-734-6266

We thank all interested applicants however only those selected for an interview will be contacted. Applications from all qualified applicants are welcome. Information collected as a result of this job posting will be used for candidate selection only.