

## **TITLE**

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Administrative Clerk

## **STATUS**

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Part-time, contractual (6-7 month contract until April 15, 2011)

## **SCHEDULE**

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Monday to Friday, 8:00-1:00 or 9:00-2:00 (25 hours/week)

## **LOCATION**

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Guelph (83 Dawson Road)

## **RESPONSIBILITIES**

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1. Answering the phones and booking appointments
2. Registering patients and processing payments
3. Answering patients' questions and providing instruction
4. Faxing, photocopying and scanning documents
5. Deliver reports
6. Pulling and filing charts
7. Other related tasks as required

## **REQUIRED QUALIFICATIONS**

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- High school diploma or equivalent
- 1 year of relevant experience in a clinic, doctor's office or other healthcare related environment
- Medical terminology strongly preferred
- Excellent communication and interpersonal skills
- Professional and client-service oriented
- Demonstrated attention to detail
- Excellent computer skills with knowledge of Microsoft Office applications and exposure to patient databases and/or appointment scheduling software would be an asset

**PLEASE SEND YOUR RESUME AND COVER LETTER INDICATING SALARY EXPECTATIONS TO [JOBS.TORONTO@MEDISYS.CA](mailto:JOBS.TORONTO@MEDISYS.CA)**



## Medisys Human Resources

A healthy career.

We wish to thank all applicants in advance for their interest; however, only those who will be considered for an interview will be contacted. Please note that the masculine gender is only used to simplify the text. Medisys is an equal opportunity employer.

Committed to employment equity, Medisys encourages applications from the four designated groups as identified in the Employment Equity Act. Accommodation will be provided in all parts of the hiring process as required under the Medisys Accommodation Policy. Applicants are required to make their needs known in advance.