

Position: Administrative Assistant / Receptionist*
FAMILY MEDICINE TEACHING UNIT

Location:	Rotary Place, 3rd Floor 201 Georgian Drive, Barrie	Status:	Permanent Full Time
Reports To:	Office Administrator Family Medicine Teaching Unit	Date:	January 2025

DUTIES AND RESPONSIBILITIES:

The Administrative Assistant/Receptionist for the Family Medicine Teaching Unit is responsible for delivering broad support and administration duties for the efficient management of the roster of patients for the Staff Physicians, Nurse Practitioners & Resident Physicians working in the Family Medicine Teaching Unit. Specific qualifications for this position are:

QUALIFICATIONS:

- Diploma in a related field a strong asset
- Medical Office Administration and/or terminology Certificate.
- Medical office administration experience, preferably in busy medical practice a strong asset.
- Demonstrated competency with Accuro and Electronic Medical Records is a necessity.
- Strong experience with data entry and phone reception
- Strong keyboarding skills and extensive computer experience with a sound knowledge of Microsoft Office, Email and the Internet.
- Excellent interpersonal, public relation and communication skills (written & oral). Ability to work with diverse individuals.
- Demonstrated problem solving skills.
- Ability to work extended hours on occasion (i.e. evenings) as needed, to meet the needs of the department.
- Ability to work independently with minimal supervision, handle multiple task/assignments and meet varying deadlines.
- Customer service oriented with strong organizational and multi-tasking skills.
- Self-motivated with a high level of initiative and enthusiasm.
- Creative and innovative thinker, who learns quickly, is flexible and adapts to change in a positive manner.
- Ability to work in a team environment with nurses, physicians and other administrative staff.

Interested applicants should forward their resume and cover letter via email to

hamiltonl@rvh.on.ca

or by Fax @ 705-728-4120

Note: *This is not an RVH position. This position is with the Family Medicine Teaching Unit which is a partnership between the Barrie Community Family Health Team, the University of Toronto and RVH *

We thank all interested applicants; however, only those selected for an interview will be contacted.

Thank You