

GREAT NORTHERN PHYSICIAN GROUP

240 Shepherdson Rd., Unit 2
New Liskeard, ON P0J 1P0

Administrative Office Assistant

Permanent

0.8 FTE (30 hours per week)

Located in Temiskaming Shores, the Great Northern Physician Group (GNPG) is an interdisciplinary team of physicians that works in partnership with the Great Northern Family Health Team. We are currently looking for a proactive, organized, and experienced **Administrative Office Assistant** to join our team providing administrative support to the physician group. The Administrative Office Assistant is a vital member of the team with the ability to:

- Work collaboratively in a team environment as well as function independently
- Communicate effectively with patients and families, colleagues, and other healthcare professionals.
- Prioritize and manage time effectively
- Be flexible within an active work environment and can work autonomously.
- Perform duties such as Answering telephone calls, answering messages within the Electronic Medical Record (EMR), scheduling appointments for patients with providers, providing clerical support to providers, registering patients, photocopying, and faxing.
- Works in accordance with the policies and procedures established by the Great Northern Physician Group/Great Northern Family Health Team
- Participate in programs established for the Team as applicable (e.g., Health and Safety, Quality Improvement, Infection Prevention and Control, etc.).

Qualifications:

- Administrative office experience is required;
- Excellent customer service and interpersonal skills;
- Excellent information technology skills, including a working knowledge of Windows and Microsoft Office applications, including Excel;
- Experience working with an electronic data system for scheduling considered an asset;
- Familiarity with working with Electronic Medical Records considered an asset;
- Available to work 30 hours per week, including occasional evenings, based on work assignment (No weekends);
- Must have an excellent work record, including attendance;
- Must support and contribute to a culture of safety; and
- Oral proficiency in French at an advanced or superior level is considered an asset.

Job Specifications:

- Permanent, 0.8 FTE (30 hours/week)
- Hourly wage range: \$23.00-\$26.00 per hour
- Our office is closed on all statutory holidays, and encourage our team to take full advantage of their paid vacation and paid sick time/personal days.
- Reports to the GNPG Program Manager

Qualified applicants are invited to submit a cover letter and resume with three work-related references by mail or by fax no later than March 21, 2025 to:

Erin Montgomery, Program Manager
Great Northern Physician Group
240 Shepherdson Road, Unit 2
New Liskeard, Ontario P0J 1P0
Fax (705) 628-2064

E-mail: emontgomery@greatnorthernfht.com