

GREAT NORTHERN PHYSICIAN GROUP

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

1 Permanent Full-Time (30-37.5 hours per week) Administrative Office Assistant

The Great Northern Physician Group (GNPG), located in Temiskaming Shores, is a collaborative interdisciplinary team of physicians and primary health care providers. The GNPG works jointly with the Great Northern Family Health Team, thereby practicing as one team.

We are currently seeking a motivated, organized and experienced Administrative Office Assistant to join our team. The Administrative Office Assistant is a vital member of the team with the ability to:

- Work collaboratively in a team environment as well as to function independently
- Communicate effectively with patients and families, colleagues and other health care professionals.
- Prioritize and manage time effectively
- Be flexible within an active work environment, and is able to work autonomously.
- Perform duties such as: Answering telephone calls, answering messages within the Electronic Medical Record (EMR), schedule appointments for patients with providers, provide clerical support to providers, register patients, photocopy 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 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 working with Electronic Medical Records considered an asset;
- Available to work 30 hours per week, including occasional evenings, based on work assignment;
- 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 considered an asset.

Qualified applicants are invited to submit a cover letter and resume with three work related references by mail or by fax no later than April 29, 2024 to:

Erin Montgomery
Great Northern Physician Group
240 Shepherdson Road, Unit 2
New Liskeard, Ontario P0J 1P0
Fax (705) 628-2064
E-mail: emontgomery@greatnorthernfht.com

We thank you for your interest; however, only applicants under consideration will be contacted.