

Job Opportunity

Medical Office Assistant/Receptionist

Rosemount Branch

Full time (35 hours per week)

Somerset West Community Health Centre is a well-established, non-profit, multi-service centre providing health, social and community outreach services with an emphasis on health promotion.

Position Description

SWCHC is looking for an experienced Medical Office Assistant to work in our busy Primary Health Care clinic.

The MOA/ Receptionist is responsible for providing administrative support for SWCHC staff and clients. This includes client reception, records management, data management and general administrative support.

Position Requirements

- Medical office assistant diploma as asset
- Three- five years experience in a clinic setting
- Strong interpersonal skills
- Able to work effectively in an interprofessional environment
- Excellent communication skills
- English and French written and spoken mandatory, other languages an asset
- Proficiency computer skills

If interested, please submit a cover letter and resume by June 30th 2014 to:

Catherine Wilson
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