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## Full-Time Administrative Assistant- Division of Gastroenterology (General Campus)

Working in the Division of Gastroenterology, the Administrative Assistant works under the direction of the attending physician(s) and assures proper office administration, assists with coordinating clinic schedules for the supervising physician(s) and providing support for the physicians' clinical practices. The incumbent is also required to provide administrative support for the physicians teaching, research, and administrative duties.

### Responsibilities

*(This is not a complete list):*

- Maintains physicians' daily schedule and maintains their Outlook calendar. May include determining priorities and arranging meetings, appointments, teleconferencing and videoconferencing.
- Coordinates clinic activities: Schedules clinic appointments; notifies patients of their appointments and addresses patient inquiries;
- Schedules endoscopy procedures: schedules appointments, provides patient with preparation instructions, coordinates with the Endoscopy Unit, and provide patients with instructions;
- Coordinates follow up appointments with patients after their clinical visits;
- Produces and completes standard requisitions and clinical forms, including legal documentation, medical reports and insurance papers.
- Coordinates meetings and educational lectures, as required.
- Compiles and submits expense claims (i.e. travel, honoraria, meeting expenses, legal case opinions, etc.)
- Initiates purchase order, deposit and cheque requisition requests using the appropriate cost center(s).
- Proofreads documents and composes routine correspondence;
- Answers phones and responds to messages in timely manner; evaluates nature and urgency and either provides response or refers on.
- Updates and maintains physicians' curriculum vitae and documentation for professional advancement and annual reporting.

### Qualifications

- Community College Diploma or equivalent;
- Minimum of 3-5 years related experience;
- Certificate in medical terminology preferred;
- Good knowledge of MS Outlook, Word, Excel and PowerPoint;
- Experience booking appointments, consultations, procedures and filing patient reports;
- Meticulous attention to detail;
- Excellent communication skills – able to clearly express self to patients and provide specific instructions;
- Excellent interpersonal skills;
- Proficiency in speaking and comprehending both English and French (B+);
- Excellent organizational, prioritization, and time-management skills to coordinate multiple activities;

### Hiring organization

Ottawa's Department of Medicine

### Employment type

Beginning of employment

Duration of employment

Recurrent

Job Location

501 Smyth Road, Ottawa, ON,

Working Hours

full time

Base Salary

\$ 24.513 - \$ 29.295

Valid through

27.05.2023

- Good judgment; able to identify when to seek supervisor's assistance or advice;
- Strong problem-solving abilities;
- Able to navigate and populate electronic databases;
- Ability to handle sensitive and confidential information;
- Initiative, tact, dedication, diplomacy and positive attitude;
- Highly dependable and thorough;
- Ability to work well with minimal supervision.

**Contacts**

To apply for this exciting opportunity, please forward your resume and cover letter, quoting the corresponding position title, by email at [domcareers@toh.ca](mailto:domcareers@toh.ca)

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