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

Working in the Division of Respiriology, the Administrative Assistant III 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 provides support for the physicians' clinical practices.

*(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;
- 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;
- Excellent organizational, prioritization, and time-management skills to coordinate multiple activities;
- 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,

#### Hiring organization

Ottawa's Department of Medicine

#### Employment type

Beginning of employment

#### Duration of employment

Permanent

#### Job Location

501 Smyth Road, K1H 8L6, Ottawa, ON, Ontario, Canada

#### Base Salary

\$ 24.270 - \$ 29.005

#### Date posted

Valid through

10.09.2022

quoting the corresponding position title, by email at [domcareers@toh.on.ca](mailto:domcareers@toh.on.ca), by or by regular mail to Human Resources: Department of Medicine, Box 206, The Ottawa Hospital, 501 Smyth Road, Ottawa, ON K1H 8L6. We sincerely thank all applicants for their interest but only those under consideration will be contacted.

**IMPORTANT NOTICE:** Support staff are employees of the hiring physician(s) or Division. The Ottawa Hospital is the paymaster of our employees. Although our employees have offices within the Ottawa Hospital, they are not employed by the Ottawa Hospital.

The Department of Medicine is committed to upholding the values of equity, diversity, and inclusion in our living, learning, and work environments. We encourage qualified applicants from all groups with historical and/or current barriers to equity to apply. Upon request, accommodations due to a disability are available throughout the selection process.