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Part Time Administrative Assistant- Division of Infectious Diseases (General Campus)

Working in the Division of Infectious Diseases, 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;
- Coordinates follow up appointments with patients after their clinical visits including virtual appointments
- Produces and completes standard requisitions and clinical forms, including legal documentation, medical reports and insurance papers.
- Coordinates meetings and educational lectures, as required.
- Assists with conference registrations, travel, and accommodation arrangements
- Compiles and submits expense claims (i.e. travel, honoraria, meeting expenses, legal case opinions, etc.)
- 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.
- May assist with formatting and preparation of presentation materials and/or submission of manuscripts, abstracts, and/or posters
- Assists with preparing grant applications

Qualifications

- Community College Diploma or equivalent;
- Minimum of 3-5 years related experience;
- Experience supporting physician research activities;
- 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+);

Hiring organization

Ottawa's Department of Medicine

Employment type

Part-time

Beginning of employment

April 2024

Duration of employment

Indefinite

Job Location

501 Smyth Road, Ottawa, ON,

Ontario, Canada

Base Salary

\$ 24,998 - \$ 29,875

Valid through

06.04.2024

- 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.
- Knowledge or experience with scientific literature search engines, reference management software, Canadian Granting Agencies and Research Ethics Board proceedings

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

IMPORTANT NOTICE: Support staff are employees of the University of Ottawa Medical Associates. 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. Proof of vaccination against COVID-19 will be required upon hire.

The University of Ottawa Medical Associates is committed to the principle of equal opportunity in its employment practices and to providing an environment free from discrimination and harassment for all employees. The University of Ottawa Medical Associates will, upon request, provide accommodations in accordance with the Accessibility for Ontarians with Disabilities Act.

Only shortlisted candidates will be contacted.