



uOttawa | Département de chirurgie
Department of Surgery

The Division of Thoracic Surgery within The Department of Surgery is looking for a **full-time, temporary** Administrative Assistant to cover a leave of absence. Should you know someone who may be interested, please encourage them to forward their CV to Jenny Jiwan as soon as possible: jjjwan@toh.ca.

JOB OPPORTUNITY NOTICE

Position: Administrative Assistant

Status: Full-Time, Temporary (4-5 months)

Division: Thoracic Surgery, **General Campus**

Salary Range: \$24.46 – \$29.23/hr

Start Date: ASAP

Vacancy Disclosure: Existing job vacancy

Under the general direction of the Surgeon(s), the Administrative Assistant provides a full range of administrative and clinical support services. This position requires regular interaction with patients, surgeons, trainees, nurses, and other hospital staff. Key responsibilities include but are not limited to:

- Scheduling ORs and patient appointments (clinics and special tests)
- Updating and maintaining patient records
- Managing calendars, meetings, calls, and correspondence
- Performing other administrative duties as required in a fast-paced clinical environment

QUALIFICATIONS

- Completion of a High School Diploma
- Completion of a Medical Administrative/Secretarial Diploma (or equivalent experience)
- Minimum 2 years of experience as an Administrative Assistant in a clinical environment
- Proficiency in Microsoft Office Suite applications
- Knowledge of Adobe, EPIC and OHIP billing (preferred)
- Experience using RightFax
- Excellent organizational, prioritization and time-management skills
- Strong interpersonal and communication skills
- Ability to multi-task and work independently with attention to detail
- Demonstrates initiative, tact, diplomacy and professionalism
- Ability to handle highly sensitive and confidential information
- Ability to collaborate effectively within a multidisciplinary team
- Bilingualism (French/English) is considered an asset

COMMENTS TO APPLICANT

We thank all applicants for their interest and effort in applying; however, only candidates selected for interviews will be contacted.

The Department of Surgery is an equal opportunity employer. Upon request, accommodations due to a disability are available throughout the selection process.