



EMPLOYMENT OPPORTUNITY

Posting Number: 18-45
Date: July 11, 2018

Vacancy & Classification: *Medical Secretary – Medical Imaging
Temporary, Full Time*

Hours: Tours as per schedule

Salary: \$22.21-\$23.01/hr

Qualifications:

- Graduate of an approved Office Administration Medical Program or current experience in providing secretarial support in a health care environment essential.
- Medical Terminology certificate essential.
- Computer skills and demonstrated working knowledge of computer applications used within the Hospital including PACS essential.
- Working knowledge of reporting CT Wait times (WTIS) to Access to Cancer Care Ontario preferred.
- Knowledge of patient scheduling essential.
- Ability to work independently, as well as in a fast paced environment with interruptions.
- Demonstrated organization, customer service and communication skills.
- Preference is given to persons with a previous background in Medical Radiation Terminology.
- Physically able to perform the duties within the physical demands of the work area.

Start Date: *To be determined*

Application Deadline: **Wednesday July 18, 2018, 12:00 p.m.**

Julia Boudreau
Vice President, Corporate Services

Renfrew Victoria Hospital is an equal opportunity employer.

***Schedules subject to change at management's discretion.**