

**Listowel Clinic Family Network
November 7, 2022**

Medical Administrator

Located in Northern Perth County in Southwestern Ontario, the Listowel Clinic Family Network is a progressive team of health professionals, with an integrated approach to healthcare. Our office is located in the growing community of North Perth, Listowel. We are currently seeking a **Medical Administrator** with strong commitment and the ability to work collaboratively in a team setting in a full-time capacity for a Maternity Leave. (1 year to 18 months) Full benefits and group RRSP.

Position Summary: The Listowel Family Health Network (Listowel Clinic) offers integrated services with support from the North Perth Family Health Team to provide the community with high-level health care. This position supports the physician group along with the clinicians with various administrative tasks including managing all scheduling in the EMR, including the ER schedule. Responsible for referral desk coverage, performing a variety of administrative duties, such as processing forms, liaison with pharmaceutical reps, rostering patients, and assisting patients at front desk.

Qualifications:

- Medical Office Administration Diploma an asset and/or Medical Administration Experience
- Organizational skills
- Multi-task, face paced environment
- Attention to detail and accuracy
- Exceptional communication skills, including professionalism
- Proficient computer skills
- Works well independently and in a team setting

Please email your cover letter & resume, in confidence:

Listowel Clinic
contact@npfht.ca

By: November 18, 2022

Only select qualified candidates will be contacted for an interview.