

## **MEDICAL OFFICE ASSISTANT - Shoreline Medical Society**

**Full time and Part time positions available**

**Hourly wages**

### **Summary:**

Reporting to the Clinic Manager and receiving daily supervision from the Clinic Supervisors/Leads, the MOA is the clinic's ambassador as first and last point of contact for patients and provides clerical and administrative support to physicians and allied health professionals enabling the clinic to run smoothly and ensuring patients feel well taken care of.

### **The successful candidate will have:**

- Knowledge of Electronic Medical Record (EMR) systems
- Good verbal and written communication skills
- Organizational skills including prioritization
- Ability to meet deadlines and function well in a high-paced environment with changing priorities
- Strong ability to build relationships and rapport
- Strong interpersonal skills / Strong problem-solving skills
- High level of professionalism including confidentiality, discretion, tact and diplomacy
- Ability to use standard office equipment
- Positive, collaborative and team-oriented attitude / Team Player
- Flexible and adaptable to changing work demands
- Strong work ethic (dedicated and hardworking)
- Trustworthy
- "Customer"-service focus
- High attention to detail
- Self-motivated / Self-confident
- Experience within healthcare, a non-profit community, or social services organization is preferred

**The position is ideal for an individual who has:**

- A Medical Office Assistant Certificate or equivalent experience and education
- Prior experience in a Medical Office desired
- At least 2 years of previous administrative or customer service experience in a fast-paced, customer-oriented environment
- Prior experience on switchboard or reception

**Beyond the Paycheck (Benefits & Perks)**

At Shoreline Medical, we offer:

- Family, fun learning environment
- Competitive base pay
- Extended health and dental benefits program
- Paid vacation
- Innovative and growth-oriented mindset
- Accommodating work schedules when needed
- Staff development learning and training

Please email your resume and cover letter to  
[ctalbot@shorelinemedical.ca](mailto:ctalbot@shorelinemedical.ca)

Must be legally entitled to work in Canada.

We thank you for your application but only candidates selected for interviews will be contacted.