



## **Nakina Medical Clinic Clinical Secretary**

### **Casual**

Geraldton District Hospital is seeking an enthusiastic, organized, and self-motivated individual to provide administrative support in the Nakina Medical Clinic on a casual basis for vacation relief.

#### **Qualifications:**

- Minimum of Secondary School Diploma
- Knowledge of Medical Terminology and/or successful completion of a Medical Terminology Course
- Good communication and organization skills
- Ability to type and keyboard accurately at a rate of 60-70 words per minute with demonstrated knowledge of word processing/computer duties
- French language would be an asset
- Minimum of two year's recent, related experience in general office work is an asset
- Recent, related experience in a hospital or medical clinic setting is an asset

*Geraldton District Hospital is committed to workplace diversity and provides accommodations to applicants with disabilities throughout the hiring process.*

If you are interested in combining a fulfilling lifestyle with a challenging opportunity, please submit your application and resume in confidence, by email, to:

[hr@geraldtondh.com](mailto:hr@geraldtondh.com)