



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

hr@geraldtondh.com