



MONTFORT

Équipe de santé familiale académique
Academic Family Health Team

**The Montfort Academic Family Health Team is looking for a
Office Clerk (full time)**

The Montfort Academic Family Health Team is a dynamic group of physicians, nurses and other health professionals whose vision is to “maintain and improve the health of our patients by providing comprehensive and integrated care in both French and English, and to educate the francophone primary care physicians of the future”.

We are looking for an energetic and self-motivated person to fill position of Office Clerk within its interdisciplinary team.

POSITION SUMMARY:

The Office Clerk offers administrative support to the Family Health Team members in order to provide quality healthcare services.

REQUIRED SKILLS :

- Able to work alone without supervision
- Creative, innovative and enthusiastic with an outgoing personality
- Reasonable computer proficiency
- Excellent interpersonal and organizational skills
- Demonstrated ability to work as part of a team in a rapidly changing environment
- Flexible as to hours because the incumbent will be required to occasionally work evenings and/or weekends
- Contribute positively to the efficient operation of the clinic
- **Able to communicate fluently, verbally and in writing, in both French and English**

ASSETS :

- Good understanding of medical terminology
- Past experience with electronic medical records
- Past experience in a medical / dental office

If you are interested in applying for this position, please forward your CV and letter of interest to recrutement@esfam.ca . Only the candidates selected for interviews will be contacted. The selection process will remain open until the position is filled.