



The Clarence-Rockland Family Health Team is seeking a Medical secretary

The Clarence-Rockland Family Health Team (CRFHT) is located in a state-of-the-art, fully computerized medical centre. We are an interdisciplinary team that offers complete primary health care to the residents of Clarence-Rockland. Our mission is to "maintain and improve the health of the people of Clarence-Rockland by providing integrated healthcare services in both French and English, focusing on education and prevention, learning from experience and involving patients in their own care."

We are looking for a full time bilingual French and English medical secretary with customer service experience.

If you are interested in taking on this challenge within a cohesive and enthusiastic team, please send us your resume at hr1@crfht.ca before September 22, 2011.

Required

- Excellent oral and written communications skills in both official languages (French and English);
- Strong interpersonal skills
- Able to work evenings and week-ends as needed
- Experience in customer service.