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The Bonfield Medical Centre is seeking a Part-time/Casual Medical Secretary

The Medical Centre is seeking a reliable and organized Part-Time Medical Centre Secretary to provide administrative and reception support 8-10 hours a week and to cover staff holidays. This role is the first point of contact for patients and plays a key role in ensuring smooth daily clinic operations. The position compensation is \$27.00 per hour.

### **Key Responsibilities**

- Greet patients and visitors in a professional and courteous manner
- Answer and direct phone calls; take and relay messages
- Schedule, confirm, and manage patient appointments
- Maintain patient records and ensure confidentiality
- Perform general clerical duties such as filing, data entry, and correspondence
- Process forms, referrals, and other documentation as required
- Support physicians and staff with administrative tasks

### **Qualifications & Skills**

- Previous experience in a medical office or administrative role preferred
- Strong organizational and time-management skills
- Excellent communication and customer service abilities
- Proficiency with computers and basic office software
- Ability to handle confidential information with discretion
- Dependable, punctual, and able to work independently

To apply for the position please send a detailed cover letter and resume to [cao.clerk@bonfieldtownship.com](mailto:cao.clerk@bonfieldtownship.com) by Monday, February, 23 2026 at 12:00 noon.