



Clinique Médicale  
**Le Lotus**  
Medical Clinic

394-C rue Centre  
Shawville, Qc J0X 2Y0  
819-647-4707  
F : 819-647-4716

## **Job Posting**

### **MEDICAL SECRETARY AT LOTUS MEDICAL CLINIC**

We are looking for an organized and personable medical secretary to join our team in Shawville, Quebec. If you have experience in the medical field, strong communication skills, and enjoy working in a team setting, this might be the perfect role for you.

#### **Job description :**

- Greet and assist patients as they arrive at the office
- Manage phone calls, schedule appointments and maintain the office calendar
- Handle patient records and ensure confidentiality and accuracy
- Coordinate communication between doctors, patients and other healthcare professionals
- Process billing and payments
- Prepare and update medical documentation and correspondence
- Order office supplies and maintain inventory for the clinic
- Provide administrative support to ensure smooth operations

#### **Qualifications :**

- At least 2 years of experience in the medical field
- Strong communication and teamwork skills
- Bilingual proficiency in both French and English
- Familiarity with medical terminology (considered an asset)
- A customer focused attitude and ability to multitask in a fast paced environment
- Reliable, punctual and a devoted person

#### **What we offer:**

Salary range : 38 000\$ à 48 000\$ based on experience

If you're looking for a job where you can make a difference and grow your skills, we'd like to hear from you.

**Send your application to : [clinmedlelotus@outlook.com](mailto:clinmedlelotus@outlook.com)**

**Closing date: October 18 2024 at 16h00**

*Lotus Medical Clinic is committed to deliver excellent healthcare services to the Pontiac population. based in Shawville, and we're seeking for someone who will share our dedication to patient care. As a key member of our team, you'll help to ensure smooth day-to-day operations, allowing our medical professionals to focus on what they do best.*