



The Timmins Academic Family Health Team is currently seeking a Secretary/Receptionist to join our team. This position will provide clerical, reception and administrative support. The following are the requirements for this position.

**Job Reference #202101 - 1 - Full-Time - Contract**  
**January 2021 - June 25, 2021 with possibility of extension**

**Educational Requirements:**

- College Diploma in Office/Business Administration
- Proficiency in the use of computers and various software applications
- Knowledge and skill in electronic medical records an asset
- MS Excel, MS Word, and MS Outlook experience required
- MS Power Point, Publisher, and Website experience an asset

**Other Requirements for this positions:**

- Fluency in both official languages required
- 3 to 5 years experience working in a medical community health setting
- Previous experience working with a client population an asset
- Minute taking skills

**Closing date is Monday, January 18, 2021 at 4:30 p.m.**

**\*Please see TAFHT Website for job description at [www.timminsfht.ca](http://www.timminsfht.ca) and click on "Careers"**

The Timmins Academic Family Health Team is an equal opportunity employer.  
Interested applicants are invited to submit a resume to Human Resources.

**By Mail -** Timmins Academic Family Health Team      **By Email -** info@timminsfht.ca  
300-123 Third Ave.  
Timmins, ON P4N 1C6      **By Fax -** (705) 267-1796

**\*We appreciate the interest of all applicants, and will contact only those selected for an interview.**