

**Exciting  
Health Care  
Opportunities**

**Admitting Clerk (ADMT 02-19)  
Full Time**

**Qualifications:**

Completed Grade 12 or GED equivalent  
Business or Secretary College Program or equivalent – minimum one year preferred  
Completion of Medical Terminology course preferred  
Previous related experience an asset  
Proficient keyboarding and word processing skills  
Working knowledge of database and MS Office  
Must be self-motivated as well as possess excellent communications, switchboard reception, organizational and interpersonal skills  
Ability to deal effectively with the public

**Job Requirements:**

Provide switchboard and public reception services to patients, visitors and staff.  
Registration of patients and gathering of accurate appropriate information.  
Maintain patient activity registers as required by legislation and hospital requirements.  
Demonstrate proper regard for confidential / privacy issues  
Receive, record and operate petty cash fund.  
Perform clerical, typing and other duties as assigned.  
Flexibility in performing job duties.  
Shifts may include evening, night, and weekends.  
Must be available to work all assigned shifts.

**Salary:** \$20.91 - \$22.62 per hour  
Benefits in accordance with the CUPE Collective Agreement

**Closing Date:** When filled.

**Submit application to:** Human Resources: Recruitment  
Email: [humanresources@slmhc.on.ca](mailto:humanresources@slmhc.on.ca)  
Fax: (807)737-6263

**Competition No.** ADMT 02-19  
Please quote on your application

*Visit our website: [www.slmhc.on.ca](http://www.slmhc.on.ca) for more information. Only those candidates selected for an interview will be contacted, we thank all others for their interest. An acceptable criminal reference check and immunization records will be required from the successful candidate. Upon request, accommodations due to a disability are available throughout the selection process. SLMHC is an equal opportunity employer and a scent-free facility.*

