

Team Assistant - French

As the first point of contact for patients, families and service providers, the Team Assistant answers phone calls and triages information throughout the organization while providing timely follow up on patient issues and is responsible for ensuring accurate documentation in our patient databases.

As a valued member of the North Simcoe Muskoka LHIN team, this role has the following qualifications:

- Oral proficiency in French is required.
- Two years' office experience in a health care environment preferred.
- Minimum of post-secondary diploma.
- Knowledge of medical terminology preferred.
- Exceptional customer service skills.
- Demonstrated communication, problem solving and interpersonal skills.

HOW TO APPLY

To apply for this position, state ' Team Assistant-French' in the subject line of your email and send with your résumé to nsm.careers@lhins.on.ca . All applications will be reviewed.

NSM LHIN is committed to accommodating people with disabilities as part of our hiring process. If you have any special requirements during the recruitment process, please advise Human Resources.

We thank all applicants who take the time to apply; however, only those invited for an interview will be contacted.

As part of the mandatory screen process NSM LHIN requires professional references plus a current Criminal Record and Vulnerable Sector Check.