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# A helper in administration

**Posted by:** University of Ottawa Heart Institute

**Location:** Ottawa

**Salary:** \$\$25.80 Per Hour

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## Job Details

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**Job ID**

NCJ6446315

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**Posting Date :** 24-Feb-2026

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**Expiry Date :** 23-Aug-2026

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**Education :** Diploma in Medical Office Administration

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**Language :** English

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**Vacancies :** 3

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**Years of Experience :** 1 year

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**Job Type :** Full Time

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## Job Description

**Start date**

To be determined

**Competition number**

1007

**Salary**

\$25.80 per hour

## Supervision

Executive Director

## Location

On site

## Unit/Department

Ottawa Academic Cardiology Management Corporation

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# Who They Are (About Us)

The University of Ottawa Heart Institute is a world-class center for heart health. They focus on three main things: **treating patients**, **researching new medical breakthroughs**, and **teaching** the next generation of doctors. They are looking for people who are proud to help the global medical community.

# The Job Opportunity

- **Role:** Medical Office Administrative Assistant.
- **The Goal:** You handle the paperwork and office tasks so the heart doctors (cardiologists) can focus on surgery, seeing patients, and research.
- **Note:** This is an "**Applicant Pool**." They aren't hiring for one specific desk right now. Instead, they collect resumes and call people from this list whenever a new opening comes up.

# Main Responsibilities

- **Patient Care:** Answer phones, book appointments, handle medical records, and arrange medical tests.
- **Customer Service:** Answer patient questions with empathy and kindness.
- **Academic Support:** Help organize events for guest teachers and handle paperwork for medical research projects and publications.
- **Doctor Support:** Manage doctors' calendars, update their resumes (CVs), and book their travel arrangements.
- **General Office:** Order supplies, help with event planning, and work with other departments to keep things running smoothly.

# Requirements (Qualifications)

- **Education:** A diploma in Medical Office Administration (or a mix of high school and relevant experience).
- **Software:** Must be good at **EPIC** (medical software) and **Microsoft Office**.
- **Skills:** \* Knowledge of **medical words/terminology**.
  - Great at managing time and staying organized.
  - Professional, reliable, and able to keep patient secrets (confidentiality).
- **Language:** English is required, but being able to speak **French** is a huge advantage.

# How the Process Works

1. **Apply:** Submit your resume online.
  2. **Wait:** Your name goes into a "pool" of candidates.
  3. **Interview:** If a manager needs a new assistant and your skills match, they will contact you for an interview.
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