



Municipality of  
Dutton Dunwich

**THE CORPORATION OF THE MUNICIPALITY OF DUTTON DUNWICH  
EMPLOYMENT OPPORTUNITY**

**PERMANENT PART TIME MEDICAL OFFICE ASSISTANT**

The Corporation of the Municipality of Dutton Dunwich is seeking applications for a friendly, positive, motivated individual to join our team as a part-time Medical Office Assistant.

Reporting to the Office Supervisor, the individual in this position will assist with the duties required for the daily operations in a busy family practice at the Dutton Medical Centre.

The preferred applicant must have:

- Medical Office Assistant certificate or diploma.
- Experience with PSS EMR software is an asset.
- Ability to prioritize, multitask and problem solve.
- Exceptional customer service and commitment to patient care.
- Excellent computer skills, specifically Word and Excel.
- Excellent work and attendance record
- Successful completion of a Criminal Records Background Check with Vulnerable Sector

Hours of work are part-time Monday-Thursday with one evening shift per week.

Please submit your cover letter and detailed resume outlining your qualifications and experience to:

Katie Morreau, Human Resources, Municipality of Dutton Dunwich, 199 Currie Road, Dutton ON N0L 1J0. Email: [kmorreau@duttondunwich.on.ca](mailto:kmorreau@duttondunwich.on.ca)

**DEADLINE FOR SUBMISSIONS IS:** Friday May 17, 2019 before 4:30pm.

All applicants are thanked but only those selected for an interview will receive further notice.

The Municipality of Dutton Dunwich is committed to providing accommodations for persons with disabilities. If you require an accommodation, we will work with you to meet your needs. Accommodation may be provided in all parts of the hiring process.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the information gathered is collected pursuant to the Municipal Act and will be used for the purpose of candidate selection.