

# **OTTAWA VALLEY MIDWIVES**

## **OFFICE ADMINISTRATOR**

**Ottawa Valley Midwives is currently seeking an individual for the position of Office Administrator for a fast-paced midwifery practice of 6 midwives located in Carleton Place. The Office Administrator will perform administrative duties including financial (bookkeeping expected) and be responsible for overseeing the organizational, budgetary, caseload and staffing aspects of the practice. The qualified candidate must be able to prioritize multiple demands efficiently as well as professionally with exceptional written and verbal communication skills. The Office Administrator will be able to work independently, has strong interpersonal skills and collaborates effectively within a team environment with minimal supervision. Fluency with computer programs, fax machines and photocopiers is essential. Knowledge of the profession of midwifery in Ontario is an asset including experience of women's health issues and diverse cultural communities.**

**Compensation is commensurate with experience. Benefits package available.**

**Please send your cover letter and resume by Monday Feb. 6, 12**

**Attention: Anne-Marie Carter-McAuslan R.M.  
Unit 1  
1 Costello Drive  
Carleton Place, Ontario  
K7C 0B4  
Fax 613 253 2550  
cartermcauslanam@gmail.com**

**We thank all applicants, but only those under consideration will be contacted.**