

Practice Administrator – Job Posting

Blue Heron Midwives in Waterloo is seeking a Practice Administrator to work 4 days per week, effective immediately.

Excellent communication skills are essential, including in person, by telephone and in writing. Candidates must be proficient in Microsoft Outlook, Word and Excel, be highly organized, able to multi-task and work with minimal supervision. Sensitivity and adherence to client confidentiality are of utmost importance. Knowledge of other computer programs such as Microsoft Access, OSCAR and cloud-based technologies would also be an asset.

Job duties include:

- Answering the telephone, fielding general inquiries as well as calls from prospective, current and past midwifery clients
- Scheduling appointments
- Organizing initial client bookings, maintaining waiting list
- Performing general administrative duties including filing, photocopying, faxing and preparing client charts
- Typing general correspondence, distributing and responding to incoming correspondence
- Operating computer software, maintaining client database
- Ordering supplies as needed

Please submit a resume and cover letter to info@blueheronmidwives.com.

Application deadline is January 13, 2012.