



Employment Vacancy

Temporary Part-Time Switchboard/Registration Operator (2 positions) POSTING #002-176

QUALIFICATIONS:

- Experience with Cerner Application (Registration and Scheduling required);
- Knowledge of medical terminology required;
- Previous switchboard experience preferred;
- Graduate from an Office Administrative Program Preferred;
- Ontario Secondary School Diploma;
- Excellent computer skills;
- Strict adherence to privacy and confidentiality;
- Minimum one (1) year administrative experience in a hospital preferred;
- Ability to work in a fast paced environment independently with confidence; and
- Ability to provide exceptional customer service and deal effectively and cooperatively with all levels of staff, patients, physicians and public; ability to deal with difficult calls in a calm and professional manner

WAGE RANGE: \$22.40 - \$22.99

Interested applicants should apply by to:
Human Resources
Hanover and District Hospital
90-7th Avenue
Hanover, ON N4N 1N1
Email: hr@hdhospital.ca | Fax: 519-364-3984

Please include the posting number with your application.

The Hanover and District Hospital is committed to being an equal opportunity employer. Please advise Human Resources if you require accommodation during the recruitment process.

Please note, only those selected for an interview will be contacted.