



Compass Community Health offers primary care health services and health promotion programs to diverse communities and individuals.

We are currently seeking a:

Medical Secretary
12-month Contract (Full-Time 37.50 hours/week)
Annual Salary Range: \$42,065 - \$ 49,488
Hourly Salary Range: 21.57 - \$25.38

The successful candidate will:

- Warmly receive clients calls and visits
- Experience in reception, appointment scheduling
- Ascertain purpose of visit, hear client needs and refer to next appropriate level
- Schedule client appointments, provide client follow-ups calls
- Coordinate client appointments with specialists and for diagnostics tests
- Possess excellent problem-solving, communication and interpersonal skills
- Possess computer literacy and have experience with Electronic Health Records
- Have a good knowledge of medical terminology
- Possess a Medical Secretarial Certificate and /or equivalent work experience.

We invite you to review the **Medical Secretary** job description on our website under careers at Careers <https://www.compassch.org/get-involved/employment-opportunities-careers> for additional job-related information.

In return for your results-orientation and dedication, we offer a competitive salary based on experience and qualifications. We also offer a comprehensive benefits package and Healthcare of Ontario Pension Plan (HOOPP).

Please respond in confidence by Wednesday, September 16, 2026, at 4:00 p.m. to:

Human Resources Specialist
Email: hr@compassch.org
438 Hughson Street North, Hamilton, ON, L8L 4N5

Compass Community Health is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources at 905-523-6611 ext 3033 if you require accommodations.