



*The Mission of Nipigon District Memorial Hospital  
is to deliver excellence in rural health care with our  
partners for all residents in our communities.*



## BEARDMORE HEALTH CENTRE SECRETARY

**POSTING NUMBER:** 2026-25

**CLOSING DATE:** Open until closed

**WORK STATUS:** Casual

**BARGAINING UNIT:** UNIFOR - Service

**POSTING DATE:** April 28, 2026

**RATE OF PAY:** \$27.997-28.326

**START DATE:** ASAP

Nipigon District Memorial Hospital is committed to delivering health care in a manner that is consistent with our philosophy that *“patients, residents and their families are at the centre of everything we do”*. Applicants are required to demonstrate knowledge, understanding, and commitment to this philosophy of care.

### → **QUALIFICATIONS:**

- Medical Secretary Course and/or Medical Terminology Course, or equivalent preferred
- Medical Secretarial experience and/or training required
- Strong organizational and clerical skills
- Excellent computer skills including demonstrated proficiency in Microsoft Word, Excel and Outlook
- Experience with electronic health record
- Understanding of ordering, delivering and inventory control processes
- Attention to detail
- Excellent communication and interpersonal skills
- Ability to work independently
- Ability to multi task
- Excellent attendance

The BHC Secretary works in a small rural clinic providing administrative, clerical and health support to the Nurse Practitioner.

#### **Submit applications to:**

Marie Cocks, Executive Coordinator  
Nipigon District Memorial Hospital, Box 37,  
125 Hogan Road, Nipigon, ON P0T 2J0  
Email - [careers@ndmh.ca](mailto:careers@ndmh.ca)

*Nipigon Hospital welcomes and encourages  
applications from people with disabilities.  
Accommodations are available on request for  
candidates taking part in all aspects of the  
selection process.*