

EMPLOYMENT OPPORTUNITY

Position: 30 hours per week Administrator at Midwifery Care – North Don River Valley.

Midwifery Care – North Don River Valley is a practice of 13 registered midwives who provide comprehensive care for women throughout pregnancy, labour and birth and postnatal care for mothers and babies for 6 weeks following the birth. The office is located at Yonge and Steeles but we have a move planned for the end of July to Finch between Yonge and Bathurst. We serve the north region of Toronto and Southern York Region.

Responsibilities:

- Bookkeeping, including writing cheques, making deposits, reconciling bank accounts using Quickbooks Pro, payroll, Liaising with Accountant
- Liaising with payment agency: preparing and submitting regular reports
- Invoicing
- Budget support
- Generating reports
- Office IT
- Office and staff coordinating

Qualifications:

- 2 years experience as an administrator, preferably in a health care environment
- Excellent computer skills (Word, Excel, Access)
- Excellent organizational and interpersonal skills including communication and delegation.
- Ability to prioritize and execute multiple requests and tasks each day

An excellent salary and benefit package offered depending on experience

Start date: As soon as possible.

If interested, please forward your resume by fax, mail or email before 8th July 2010 to:

Attn: Joyce Yiu

Midwifery Care-North Don River Valley

7089 Yonge Street, Suite 200

Thornhill, ON, L3T 2A7

Fax: (905) 709 – 8565

Email: midwiferycare@bellnet.ca

Only those applicants selected for an interview will be contacted.