



EMRlogic Systems Inc.

We are the leading software provider in our field and our products help clients build Optometry practices that provide superior care to their patients. We are unique as a privately held software company comprised of highly talented staff focused on innovation to provide our clients with excellence in products and services.

Opportunity:

Administrative Assistant / Receptionist

The EMRlogic team has an immediate need for an experienced office assistant with strong people and oral communication skills. Your primary responsibility in this position is to answer incoming phone calls and assist with office management tasks. Reporting to Director of Finance & Administration, your responsibilities may expand to other areas of the company.

Responsibilities:

Managing all incoming calls using a multi-line telephone system, forwarding calls, taking messages when necessary
Handling incoming and outgoing mail, couriers, etc.
Assistance with the maintenance of office filing systems, archiving files, libraries and other administrative services as required
Management of travel plans and event bookings as needed
Assistance with maintaining corporate procedures and policies
Completion of word processing and data entry tasks/projects as required (typically using Microsoft Word and Excel)
Assisting with other office duties as assigned by the manager

Hours of work from 7:30 - 4:00 Monday to Friday

Qualifications:

- Exceptional phone etiquette with a flair for customer service. 5 years Of work experience in a related field with good references.
- Superior proficiency in the use of current MS Office software.
- Experience with general bookkeeping would be an asset
- Education and/or experience related to office administration would be considered an asset

Response Information:

If you think that you are an excellent fit, we are very interested to meet you

Please e-mail a cover letter, resume, and your salary expectations to:

careers@emrlogic.com

Kindly put "Admin Assistant" in the subject line

No phone calls or faxes please

Only short-listed candidates will be contacted

EMRLOGIC INC. is an EOE

Thank you in advance for a submission

Learn More at: www.emrlogic.com