



Community Health Centre

Fort Erie and Port Colborne/Wainfleet

Medical Secretary (Full-time Permanent Position)

Bridges Community Health Centre (CHC) is a non-profit, community-governed organization funded by the Province of Ontario. Our holistic, interdisciplinary model of health and wellbeing focuses on primary health care, health promotion, illness prevention, and community capacity building, while considering underlying social determinants of health and barriers to accessing care. Our greatest strength is our team, who is committed to the work they do, serving and strengthening the communities of Fort Erie, Port Colborne and Wainfleet. We are currently recruiting for a **Medical Secretary** to join our team, primarily at our Port Colborne location.

Qualifications Required:

- Medical Administrative Diploma or equivalent related administrative experience
- Minimum 2 years practical experience in a clinical setting
- Exceptional client care/customer service skills
- Available to work days, evenings and weekends as needed
- Ability to work at either Bridges CHC location as needed
- Outstanding computer skills are essential
- Must confidently and respectfully be able to work independently and with a team
- Bilingualism is an asset

We offer:

- Psychologically Safe and Inclusive Workplace.
- A great team of professionals and a high employee retention rate.
- A comprehensive benefits package which includes employer-paid health and dental benefits, the Healthcare of Ontario Pension Plan (HOOPP)
- Salary Range: \$42,018-50,624

To pursue this opportunity please send your cover letter and resume to hr@bridgeschc.ca. All applications must be submitted no later than 4:00pm, August 21, 2026.

Bridges Community Health Centre is an equal opportunity employer seeking to promote diversity, equity and inclusion. We are committed to inclusive, barrier-free recruitment and selection processes. We welcome and encourage applications from all qualified candidates. If contacted for an employment opportunity, please advise us if you require accommodation. We would like to thank all applicants for their interest, however only those selected for interviews will be contacted.