



Job Posting

POSITION TITLE:

Customer Service/Office Administrator

STATUS:

This is a full-time, permanent position and is based on a 35-hour work week, 8:00am to 3:30pm. (hours may vary per day).

DESCRIPTION:

Reporting to the Medical Office Manager, the Medical Office Assistant will carry out the following duties:

- Primary contact for answering the telephone and greeting visitors at the Medical Office;
- Schedules and confirms medical appointments and receive and communicate messages to medical staff and patients;
- Provides administrative support to all staff.

A full position description, including responsibilities, is available on our website. The key qualifications that align with Zorra's needs include:

- This position is ideally suited for a career in medical administration;
- Excellent written and verbal communication skills;
- Strong computer skills including working knowledge of Microsoft Office and Electronic Medical Records (PS Suite) an asset;
- Ability to work in a team environment.

The hourly rate for the position is \$20.00 per hour (35-hour work week). Zorra offers a comprehensive employee benefit plan and participation in OMERS.

This job posting is for a current vacancy.

APPLICATION PROCEDURE:

Please submit your resume in PDF format by **Friday, October 16, 2026 at 4:00 p.m.** to:

Jenna Gallman
Financial Services Clerk
Email: jgallman@zorra.ca

Only successful candidates will be contacted for an interview.

Zorra Township is committed to fostering diversity, equity, and inclusion throughout the Corporation. Zorra Township promotes representational and employment equity to represent and

serve our communities well. Zorra Township is an equal opportunity employer and welcomes applications from all qualified individuals, including women, racialized persons, Indigenous people, persons with disabilities, and other equity-seeking groups. Studies have shown that women and minorities are less likely to apply for posted vacancies unless they meet every single qualification. Zorra Township is dedicated to building a diverse and inclusive workplace and encourages you to apply if you're excited about this role. You may be the right candidate even if your experience doesn't align perfectly with every qualification in the job description. Zorra Township is committed to fostering an accessible and equitable recruitment process for all applicants. The Township will attempt to provide reasonable accommodations to ensure the applicant's full participation if requested. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, resumes are only accepted in response to advertised vacancies and will be used for the purposes of determining eligibility for employment only. We appreciate all resumes, but only those selected for interviews will be contacted. If you require any document in an accessible format, contact us via email, in person, by telephone, or in writing using the contact information above.