

A CAREER BALANCING

WORK LIFE



MEDICAL SECRETARY

The medical secretary is responsible for performing a variety of secretarial and clerical duties for the Clinical Services department including: reception; typing; scheduling of appointments, program activities, tests, x-rays, etc.; maintaining various records and files; maintaining a referral system; monitoring attendance; and other related duties.

As a qualified candidate, you'll possess:

- Typing 60 wpm net
- Perceptual speed and accuracy
- Medical Dictaphone
- Medical terminology
- Word processing
- Clerical aptitude

Balance and wellness. As a leader in promoting healthy and safe workplaces, WorkSafeBC believes the health and wellness of our employees depends on a solid work-life balance. As a member of our staff, you'll have access to services that can help you get the most out of work... and life.

- **Health and fitness:** We offer many ways for you to keep healthy and fit. Our Richmond office includes a fitness program offering equipment and classes, and staff outside Richmond is reimbursed the cost of gym memberships.
- **Self-funded leave:** Contribute 20 percent of your salary annually for four years, then take the fifth year off and use your accumulated funds.
- **Earned Time Off:** Start with three weeks vacation, plus the ability to add another 13 days off.
- **Care and nurturing:** Take leave in one or more periods to a maximum of five years for the care and nurturing of your children.

More information on this position and how to apply is available at www.worksafebc.com/careers.

OPPORTUNITIES AT [worksafebc.com](http://www.worksafebc.com)

WORK SAFE BC

WORKING TO MAKE A DIFFERENCE