



**PAN AM CLINIC DEPARTMENT OF SPORT MEDICINE**  
**JOB POSTING**

January 16, 2024

**POSITION INFORMATION:**

Classification: Administrative Assistant  
Position: Full Time Permanent  
Probation Period: 3 months  
Hours: 9:00 a.m. to 5:00 p.m.

**DESCRIPTION:**

The Sport Medicine Department is a private clinic located within the Pan Am Clinic and is currently seeking a full-time Administrative Assistant. The Administrative Assistant will be responsible for scheduling, registering and rooming patients for a very busy clinic.

**MAIN RESPONSIBILITIES:**

- Register and schedule patient appointments in person and over the phone for 17 physicians
- Prepare patients for their appointments by welcoming them, bringing them to their examination room and making sure they are properly gowned, etc. for their appointment with the physician
- Make sure the exam rooms are stocked and cleaned in compliance with COVID protocols
- Miscellaneous duties as assigned

**QUALIFICATIONS:**

- Previous experience working in a clinical setting
- Familiar with the computer program Accuro is an asset
- Strong organizational skills and ability to interact professionally with Physicians, clinical staff and the public

**PLEASE SUBMIT COVER LETTER AND RESUME TO (email preferred):**

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