



Medical Office Assistant
Belleville Neighbourhood Clinic (BNC)
Full-Time Permanent 1.0 FTE
\$42,351.40 - \$51,469.60 - based on 35 hours/week

BQWCHC, in partnership with the Primary Care Network of the Hastings Prince Edward Ontario Health Team (HPE OHT), is pleased to announce the establishment of the Belleville Neighbourhood Clinic and to invite administrative professionals interested in supporting a comprehensive primary health care service team to apply.

The Belleville Neighbourhood Clinic is affiliated with the Belleville and Quinte West Community Health Centre (BQWCHC) but will operate in a separate location providing Primary Care services to better serve our community. The Clinic is part of the HPE OHT's strategy to increase access and attachment to primary health care in HPE.

The Opportunity

As a key member of the interdisciplinary health care team, the Medical Office Assistant (MOA) provides essential front-line administrative and clerical support to ensure the efficient operation of the clinic and a positive, client-centred experience for clients, families, and visitors. Working in close collaboration with physicians, nurses, nurse practitioners, and allied health professionals, the MOA supports coordinated, timely care through effective appointment scheduling, patient flow management, and comprehensive records and document management. The MOA plays an integral role in supporting both clinical and administrative processes, including client intake, referrals, billing, and information management, while upholding privacy, confidentiality, and quality standards. With a strong focus on teamwork, communication, and service excellence, the MOA contributes to continuity of care, clinic efficiency, and health promotion initiatives, supporting safe, welcoming, and responsive care delivery within a dynamic primary care environment.

Qualifications

- Diploma/certificate as a Medical Secretary and/or equivalent work experience in a health care setting
- Recent office/reception experience in a health setting is preferred
- Proficiency in use of computers and various software applications; office equipment (experience in an electronic medical record a definite asset)
- Seasoned professional with excellent communication skills and ability to work well in an inter-professional and collaborative environment
- Demonstrated excellent problem-solving, organizational and interpersonal skills with an ability to work effectively and respectfully in a collaborative, interdisciplinary team environment
- This role includes primarily daytime clinic hours, with some evenings, to better accommodate patients' needs and improve access to care.

A copy of the full job description is available on request.

To query or to apply for this opportunity please forward your resume and cover letter electronically to hr@bqwchc.com
Within the subject line of your email, please indicate the position title for which you are applying.

POSTED UNTIL: October 9, 2026, at 4:00pm.

BQWCHC encourages applications from diverse communities including person with disabilities, the 2SLGBTQ+, Indigenous, and racialized communities. If you have a disability and require accommodation to participate in the hiring process, please call 613-965-0698 x 157 or email hr@bqwchc.com. For more information, please visit our website at www.bqwchc.com. We sincerely thank all applicants however, only those selected for an interview will be contacted.