

Office Clerk

About the Position:

Office clerks provide general clerical support for a department(s) and/or program(s). They may also provide clerical support to physicians and other health professionals as required.

Office clerks perform a variety of reception duties such as receiving patients and visitors, answering inquiries and giving directions, and assisting patients and other visitors in moving around the cancer centre.

Clerks play a vital role in managing information flow. They enter, update and verify data for accuracy. They also answer telephone calls, triage telephone calls, and take messages. They prepare mail-outs and open, sort and distribute incoming mail.

The ability to maintain confidentiality is required for office clerks due to the nature of the information they handle. Human relations skills are also required when dealing with patients, visitors, staff and members of the public.

Job Requirements:

Education

- Grade 12

Office Clerk

About the Position:

Office clerks provide general clerical support for a department(s) and/or program(s). They may also provide clerical support to physicians and other health professionals as required.

Office clerks perform a variety of reception duties such as receiving patients and visitors, answering inquiries and giving directions, and assisting patients and other visitors in moving around the cancer centre.

Clerks play a vital role in managing information flow. They enter, update and verify data for accuracy. They also answer telephone calls, triage telephone calls, and take messages. They prepare mail-outs and open, sort and distribute incoming mail.

The ability to maintain confidentiality is required for office clerks due to the nature of the information they handle. Human relations skills are also required when dealing with patients, visitors, staff and members of the public.

Job Requirements:

Education

- Grade 12

Work with us!

The Saskatchewan Cancer Agency is a provincial health-care organization dedicated to providing cancer care for the people of Saskatchewan. Our compassionate and knowledgeable team provides leadership in health promotion, early detection, treatment and research for cancer.

We run two cancer centres, the Allan Blair Cancer Centre in Regina, and the Saskatoon Cancer Centre. We also provide services in rural communities in partnership with hospitals through the Community Oncology Program.

Our vision is a healthy population free from cancer, and our more than 900 dedicated employees work hard every day towards this vision.

For the past 90 years, our teams have been leading revolutionary technologies that help make our treatments as effective as possible to help our patients live longer, fuller lives.

In 2022, the Cancer Agency received an Exemplary Standing for safety and quality from Accreditation Canada, the highest achievement a health-care organization can receive.

Note: All positions at the Saskatchewan Cancer Agency require a criminal record check.



Visit our website for more information.



Work with us!

The Saskatchewan Cancer Agency is a provincial health-care organization dedicated to providing cancer care for the people of Saskatchewan. Our compassionate and knowledgeable team provides leadership in health promotion, early detection, treatment and research for cancer.

We run two cancer centres, the Allan Blair Cancer Centre in Regina, and the Saskatoon Cancer Centre. We also provide services in rural communities in partnership with hospitals through the Community Oncology Program.

Our vision is a healthy population free from cancer, and our more than 900 dedicated employees work hard every day towards this vision.

For the past 90 years, our teams have been leading revolutionary technologies that help make our treatments as effective as possible to help our patients live longer, fuller lives.

In 2022, the Cancer Agency received an Exemplary Standing for safety and quality from Accreditation Canada, the highest achievement a health-care organization can receive.

Note: All positions at the Saskatchewan Cancer Agency require a criminal record check.



Visit our website for more information.

