



SANTÉ OUVERTE  
**OPEN HEALTH**  
NIVERVILLE

## **Part-Time Medical Receptionist**

Niverville Open Health is seeking a friendly and organized receptionist to join its growing healthcare team. In this role you will work at the front desk of the medical office and assist patients, Providers, and other visitors.

This is a part-time position with hours scheduled as needed (with an average of 1-2 shifts per week). Applicants must be available to work a variety of shifts and may be called in on short notice. Preference may be given to Niverville residents. Clinic hours are currently daytime Monday through Friday and most Saturday mornings with potential for evening and further weekend expansion in the future.

Your primary job duties will include greeting, screening, and checking in patients, answering phones, processing paperwork and scheduling appointments.

### Receptionist Requirements and Qualifications:

- Strong customer service skills with the ability to communicate tactfully and efficiently with others in person and over the phone
- Comfort level with Chrome web browser navigation, with a minimum typing speed of 35 wpm accurately
- Positive and professional demeanor
- High school diploma or equivalent
- Completion of a certificate program in a medical field preferred
- 1+ years of experience working as a receptionist or relevant administrative role preferred
- Strong attention to detail
- Excellent organizational and time management skills

### Conditions of employment include the following:

- Completes and maintains satisfactory Child Abuse Registry and Adult Abuse Registry checks
- Completes and maintains satisfactory Criminal Record with Vulnerable Sector Check
- There is a Provincial mandate requiring those present in a Health Care Facility to wear a mask.

Salary Level: starting at \$15 per hour based on experience.

To apply please send your cover letter and resume noting the position you are applying for, to the following:

Part-Time Medical Receptionist  
Attn: Open Health Niverville Business Manager  
Email: [Kristenfyfe@whereyoubelong.ca](mailto:Kristenfyfe@whereyoubelong.ca)

We thank all who apply and advise that only those selected for a personal interview will be contacted.