



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 and other visitors. You must have a positive attitude, excellent customer skills and a willingness to take on responsibility. Your primary job duties will include greeting, screening, and checking in patients, answering phones, processing paperwork and scheduling appointments. The receptionist contributes to the day-to day operations and strives to create an outstanding customer service experience in all interactions, both internal and external.

This is a casual/part time position with the potential to grow into a permanent position. Applicants must be available to work a variety of shifts and may be called in on short notice. Preference will be given to Niverville residents. Clinic hours are currently daytime Monday through Friday with potential for evening and weekend expansion in the future.

Receptionist Requirements and Qualifications:

- Strong customer service skills with the ability to communicate tactfully with others
- 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 an administrative assistant or in a relevant role
- Strong attention to detail
- Excellent organizational and time management skills

Conditions of employment include the following:

- Completes and maintains satisfactory Child Abuse Registry check
- Completes and maintains satisfactory Criminal Record with Vulnerable Sector Check
- Covid-19 vaccination status declaration (as a health care facility, this is a Provincial requirement). Should an individual be unvaccinated for Covid-19 or choose to not disclose their vaccine status, the individual is required to undergo regular rapid antigen testing in order to work in the facility. Obtaining rapid testing would be the responsibility and expense (if any) of the employee.

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

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

Email: Kristenfyfe@whereyoubelong.ca

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