

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 position is available as either **full-time** or **part-time**, depending on your availability and career goals. Whether you're seeking steady hours or a more flexible schedule, we'd love to hear from you. 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 and most Saturday mornings, 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
- Strong computer skills, able to navigate Chrome web browser, minimum typing speed of 35 wpm accurately
- Strong attention to detail
- Excellent organizational and time management skills
- Positive and professional demeanor
- High school diploma or equivalent
- Completion of a certificate program in a medical field is an asset
- 1+ years of experience working as an administrative assistant or in a relevant role is an asset

Conditions of employment include the following:

- Completes and maintains satisfactory Child Abuse Registry check
- Completes and maintains satisfactory Adult Abuse Registry check
- Completes and maintains satisfactory Criminal Record with Vulnerable Sector Check

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

Medical Receptionist

Attn: Open Health Niverville Business Manager

Email: humanresources@whereyoubelong.ca

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

The Town of Niverville is committed to fostering a working environment that supports diversity, equity, and inclusion; and welcomes applications from all, especially those from under-represented groups. If you require accommodation when applying, please contact humanresources@whereyoubelong.ca