



**Personnel Posting 08-26/27**

**Casual Front Office Receptionist – Family Health Team  
Internal/External**

A challenging opportunity exists for a confident and self-directed administrative support professional. The front office receptionist will provide a wide array of clerical, administrative and financial support for an integrated multi-disciplinary primary care team.

**Compensation: \$23.08 – \$24.69 per hour**

**Qualifications:**

The successful applicant will have the following qualifications/experience:

- Grade 12 plus completion of a recognized office administration or business program or equivalent experience
- Advanced skills Office software
- Familiarity with operation and maintenance of office equipment
- Inventory & supply management
- Scheduling and client bookings
- French Bilingual is an asset
- Medical terminology and/or electronic medical record experience is an asset
- Preparation of promotional materials
- Strong organizational skills with the ability to prioritize, multi-task and manage time are essential.

**Deadline: Applications must be received no later than Friday, March 20<sup>th</sup>, 2026 @ 4:00 pm**

**Apply to:** Katie Scapinello, Employee Services Coordinator | [applications@mh.on.ca](mailto:applications@mh.on.ca)  
1 Health Care Crescent, Manitouwadge, ON P0T 2C0  
807-826-3251 x 206

(Note: Please quote the personnel posting number “**PP08-26/27**” in your application.)

**Start Date: TBD**

We thank all applicants for their interest. However, only those candidates qualifying for an interview will be contacted.

*Upon request, accommodations due to a disability are available throughout the selection process Santé Manitouwadge Health is an equal opportunity employer. This posting is not for an existing vacancy.*

*\*\*Santé Manitouwadge Health does not use AI in the selection or recruitment process\*\**

Posted : March 13th, 2026