



**Personnel Posting 25-22/23**

**TEMPORARY FULL-TIME 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.

The successful applicant will have the following qualifications/experience:

- Grade 12 Diploma
- Completion of a recognized office administration or business program or equivalent experience preferred
- Advanced skills with 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
- Up-to-date immunizations required, including for COVID-19 (three doses)

Strong organizational skills with the ability to prioritize, multi-task and manage time are essential.

**Deadline:** Applications must be received no later than **4:00 p.m. on Monday, October 3<sup>rd</sup>, 2022.**

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

Please quote the personnel posting number “**PP25-22/23**” in your application.

**Start Date:** To be determined.

*Santé Manitouwadge Health is an equal opportunity employer.*

*Posted: 23 September 2022 (revised 23 September 2022)*