



**Personnel Posting#26-26/27**

**Permanent 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 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 **4:00 p.m. on July 6, 2026**

**Salary:** \$ 23.08 - \$ 27.69 per hour

**Apply to:** Julie MacIntyre, Executive [Assistant | 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 “**PP#26-26/27**” in your application.)

**Start Date:** To be determined.

*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\*\***