

## **Full-time Receptionist**

Medical Associates, Parry Sound, Ontario

### **OVERVIEW:**

- Work with an employer of choice in beautiful Parry Sound, located on the shores of Georgian Bay, 2 hours north of Toronto.

### **QUALIFICATIONS:**

- Respect for confidentiality, professionalism in presentation, and reliability in maintaining strong work ethics.
- Effective communication skills, patience in handling demanding situations, quick adaptability, and attention to detail.
- Independent problem-solving abilities, strong organizational skills, multitasking proficiency in a fast-paced environment, and willingness to work flexibly and enthusiastically.

### **DUTIES:**

- Answering phones, greeting patients, providing assistance to patients
- Using an electronic medical record system for appointment scheduling, patient assistance and problem-solving, internal communication via messaging, fulfilling messaging requests, information recording, document scanning, patient communication, as well as invoicing and payment collection.
- Other tasks / duties as required

### **BENEFITS OF JOINING OUR TEAM:**

- Fun, engaging workplace culture (ongoing social events, celebrations, team outings)
- Learning opportunities from guest speakers/community leaders on a variety of health-related topics
- Encouraged and supported, embrace a healthy work-life balance while enjoying the abundance of nature, lakes, and outdoor recreation opportunities in the Parry Sound District, year-round.

A cover letter together with a current resume will be accepted by the Medical Associates, **only** via email, [medicalassociates@psfht.com](mailto:medicalassociates@psfht.com), until March 4th, **4:00 p.m.**