

1 Permanent Full-time Medical Receptionist

35 to 40 hours per week

Summary of Duties:

The Saugeen Shores Medical Building* is seeking a Medical Receptionist to provide administrative support to two physicians located at 36 Grey St. N, Southampton, ON N0H 2L0.

Responsibilities:

- Provide administrative support to two physicians.
- Greet and attend to patients in person and over the phone.
- Professionally assist physicians, staff, visitors, and patients.
- Schedule clerical duties and patient clinical duties.
- File medical records and perform other administrative duties as required.

Requirements:

- A minimum of 2 years of experience in a medical office setting
- Excellent customer service skills
- Strong interpersonal skills
- Demonstrated proficiency with computer software such as Microsoft Office Suite and the Microsoft operating system
- Able to maintain confidentiality and adhere to ethical standards

Preferred Skills and Qualifications:

- Post secondary completion in Medical Office Administration or other equivalent program
- Highly adaptable and quick to learn
- Strong attention to detail with ability to multi-task
- Knowledge of the EMR software Accuro
- Familiarity with medical terminology is considered an asset

Salary: \$20.00 to \$22.00 per hour depending on experience

If you are interested in this opportunity, please send your resume with a cover letter and two professional references from your previous employers to jo.smyth@saugeenmedical.ca OR drop off at the Medical Building located at 36 Grey Street N., Southampton, ON

Application deadline: Friday, January 28th, 2022 by 4:30 pm

The Saugeen Shores Medical Building welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the hiring process.

**The Town of Saugeen Shores is posting this position on behalf of the Saugeen Shores Medical Building. This is not a Town of Saugeen Shores position.*