

Part-Time Front Office Staff

Experienced front office staff required 2 days per week with flexibility to cover vacation time (job sharing), to start as soon as possible.

Qualifications:

- Experience working in a family practice setting required
- Knowledge of Accuro EMR required (no billing experience necessary)
- Demonstrated efficiency and good telephone manner

The salary range for this position is determined based on years of experience.

Interested applicants are asked to submit their resume to:

familymedbarrie@gmail.com

We thank all applicants, but only those selected for an interview will be contacted.