

LAKESHORE FAMILY MEDICINE
FULL TIME MEDICAL RECEPTIONIST – 1 YEAR CONTRACT

Job description

Medical office administrator required for busy family practice office. 12 month contract. Multi-tasking essential for answering phones, checking in patients and completing daily tasks. Confidentiality essential. Accuro trained beneficial. The start date is immediate through until March 2025. Pay will also be based on experience level.

Job Type: Fixed term contract

Contract length: 12 months

Salary: \$17.00-\$20.00 per hour

Expected hours: 37.5 per week

Schedule:

- 8 hour shift
- Monday to Friday
- No weekends

Work Location: In person

Interested and qualified candidates may send their resume to:

admin@lakeshoremecine.com

Notice: This job ad is posted on the Barrie and Community Family Health Team (BCFHT) website on behalf of a separate office, and all recruitment activities are independent from the BCFHT. Please direct application and inquiries to the hiring office only.