

Full-Time Administrative Assistant / Receptionist

Family Medicine Teaching Unit – Barrie, ON

We are seeking a motivated and organized **Administrative Assistant/Receptionist** to join our Family Medicine Teaching Unit in Barrie. In this fast-paced clinical environment, you will play a key role in supporting physicians, residents, and patients by ensuring smooth day-to-day administrative operations and efficient patient flow.

This position is ideal for someone who thrives in a busy healthcare setting, enjoys working with people, and is confident managing multiple priorities with accuracy and professionalism.

What You'll Do

- Coordinate, schedule, and manage patient appointments across multiple providers
 - Handle a high volume of incoming phone calls and patient inquiries
 - Triage calls and ensure patients are directed to appropriate care or appointments
 - Address patient concerns professionally and efficiently, in person and by phone
 - Process and manage incoming faxes, reports, and EMR documentation daily
 - Maintain accurate and confidential patient records in **Accuro EMR**
 - Communicate securely with patients using **Medeo/OceanMD platforms**
 - Process third-party billing and payments
 - Support smooth clinic operations as part of a multidisciplinary healthcare team
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What We're Looking For

- Medical Office Administration and Terminology Certificate (required)
- 1+ year experience in a busy medical office setting
- Hands-on experience with **Accuro EMR (required)**
- Strong multitasking skills in a high-volume environment
- Excellent communication skills (written, verbal, and interpersonal)
- Strong attention to detail and organizational abilities

- Comfortable working independently and as part of a team
 - Proficient with Microsoft Office, email, and general computer systems
 - Patient-focused, professional, and compassionate approach
 - Quick learner with a proactive and positive attitude
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What We Offer

- Full-time position (35 hours/week)
 - Extended health care benefits
 - Wages: \$21-\$23.50/hour
 - Collaborative, supportive healthcare team environment
 - Meaningful work supporting patients and primary care providers
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How to Apply

Please send your resume to:

Brigitte Abernot

abernotb@rvh.on.ca

Fax: 705-728-4120

We do not use AI to screen, assess, or select applicants for the position.

***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 applications and inquiries to the hiring office only.*