

North Perth Family Health Team Listowel Clinic

Dr. R Latuskie
Dr. R Annis
Dr. D. Gateman
Dr. I. Cameron
Dr. E. Seary

Dr. E. Westen
Dr. R. Warren
Dr. A. Qureshi
Dr. B. Matthews
Dr. R. Sextus

Dr. T. Suggitt
Dr. G. Edmonds
Dr. L. Hayward
Dr. M. Trojnar
Dr. J. Dietrich

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North Perth Family Health Team seeking summer student

Position: Reception

Start Date: Mid- June – September 2, 2022

Position Summary:

- Greet patients and serve all patients in an efficient, professional and respectful manner and answer questions, registration of patients, booking of appointments
- Provide our patients with quality service each and every visit
- Work in a manner that preserves confidentiality and seeks to minimize risk
- Accurate data entry of current patient demographics -address, phone numbers, emails, pharmacy and health card information
- Patient traffic flow from waiting room to exam rooms for all Physicians and allied health care professionals
- Other office duties as assigned

Qualifications:

- Excellent communications and interpersonal skills
- Ability to work in fast paced, multi-tasked setting
- Positive attitude, ability to work independently as well as a team
- Coverage required for July & August (vacation peak period)

Hours of Work: Monday to Friday 9:00 a.m. to 5:00 p.m.

Interested applicants are to email their resume to Stephanie Gratton by Friday May 13, 2022 at sgratton@npfht.ca

Date Posted: April 29, 2022

Posting Deadline: May 13, 2022