

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

185 Inkerman Street East. Listowel, ON N4W 2N1
Phone: 519-291-4200 Fax: 519-291-5947

Job Posting **Position: Receptionist**

The North Perth Family Health Team (Listowel Clinic Family Network) is looking for someone to join our team as Receptionist. This position will have regular scheduled hours 4-5 days a week (Monday-Friday).

Qualifications:

- High School Diploma required
- Medical Office Administration an asset
- Experience in an administrative/reception duties an asset
- Knowledge of administrative and clerical procedures
- Knowledge of computers and Microsoft Office applications (Word, Excel, Power Point, Publisher)
- Knowledge of customer service principles and practices
- Keyboard skills
- 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

Interested applicants are to email their cover letter and resume to Stephanie Gratton, Office Practice Manger by Friday May 13, 2022 at sgratton@npfht.ca

Date Posted: May 6, 2022

Posting Deadline: May 13, 2022