

MEDICAL OFFICE RECEPTIONIST

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| Area of Relevancy | ;#Sea to Sky;# |
| Company / Employer | Whistler Personnel Solutions |
| City of the Job | Whistler |
| Address of the Job | |
| Job Type | ;#Full Time;# |
| Availability Requirements | ;#Weekends Required;#Shift Work Required - Enter Shift Details Below;#Friday to Tuesday with flexible hours (morning or afternoon shifts);# |
| Level / Salary Range | \$18 /hr |
| Years of Experience | 1-2 years |
| Position Area | Skilled |
| Date Job Posted | 1/26/2019 12:00:00 AM |
| Application Deadline | 2/26/2019 12:00:00 AM |
| Contact Name | Jacki |
| Contact Phone Number | |
| Contact Email | talent@whistler-jobs.com |
| How to Apply | www.whistler-jobs.com/job/medical-office-admin/ Applications received via email will be redirected to the website |
| Job Description | <p>Join this health and wellness clinic and provide top service to their clients in this Receptionist position. Ideal for someone who has some experience in a similar position, exceptional customer service skills who thrives in a fast-paced work environment. Offering a flexible schedule to be able to maximize your time on the slopes or in nature. A competitive starting wage and health/wellness benefits make this a great opportunity!</p> <p>Responsibilities Include:</p> <ul style="list-style-type: none"> - Greeting patients in a cheerful and friendly manner. - Managing the phone in a busy environment. - Responding to client inquires in-person and online. - Scheduling patients and general word processing. - Using MS Word and Excel. - Managing cash and operating a POS device. - Basic bookkeeping – preparing invoices and entering payments. - Frequent tidying and general cleaning of the clinic. |

WorkBC Employment Services – Job Posting

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| | - Opening and closing procedures. |
| Accessibility | ; #Accessible by Public Transit; # |
| Desired Qualifications and Experience | <p><i>The Perfect Candidate:</i></p> <ul style="list-style-type: none"> - 1 to 2 years’ experience in a similar position providing exceptional customer service. - Strong computer skills – MS Office Suite, Email. - Previous experience with Jane Software is an asset. - Strong communication skills with the ability to problem-solve. - Excellent organization skills; can manage several tasks simultaneously. - Professional, personable and friendly. - Self-starter who takes initiative and can work independently at times. <p><i>Additional Information about the Role:</i></p> <ul style="list-style-type: none"> - Full-time, year-round, working 35-40 hours per week; Friday to Tuesday with flexible hours (morning or afternoon shifts) but must be available to work weekends. - Wage range starting \$18 per hour with potential for increases based on strong performance. - Benefits include a health and wellness package. - Connect with the community and a happy fast paced environment where people are excited to get better. - Full training will be provided to the right candidate. |
| Opportunity Type | ? |