

SMITHVILLE MEDICAL CENTRE

Family Health Team

**Receptionist- Temporary Part time
(20 hours per week) for 1 Year**

The Smithville Medical Centre Family Health Team offers the opportunity to join an innovative, community-based primary health care team serving the West Lincoln area. We are looking for outstanding team players to join us as we create a model of excellence in rural primary care.

The position offers an opportunity to work on a team. As a member of that team, your role will be as a receptionist booking appointments for patients as well as providing administrative support for Family Doctors and Nurse Practitioners.

Skills

- Effective verbal, presentation and listening communication skills
- Effective negotiation and mediation skills
- Effective written communication skills
- Ability to work in a team environment
- Manage priorities effectively especially in a busy/stressful environment
- Ability to multi task
- Computer skills
- Decision making skills

Please email your resume to wendy.fisher@smithvillefht.ca. We are looking for the successful candidate to start on March 22, 2021.

Wendy Fisher
Executive Director
Smithville Medical Centre
Family Health Team
230 Canborough St.,
SMITHVILLE, ON L0R 2A0
905-957-3328 ext 106