



**INTERNAL  
JOB POSTING**

**Casual, Bilingual Medical Receptionist  
Primary Care**

The Medical Receptionist is responsible for ensuring the smooth and efficient flow of clients in Primary Care. The basic functions of the position are phone and client reception, client intake, booking of appointments, chart preparation and maintenance, and rostering of clients.

**Requirements:**

**Essential**

- Secondary School Diploma or equivalent.
- Minimum two (2) years experience as a medical receptionist.
- Demonstrated ability to maintain confidentiality and use discretion.
- Proficient with Windows-based computer systems, in particular email and MS Word and databases.
- Typing 40 wpm
- Strong organizational and interpersonal skills.
- Excellent verbal communication skills.
- Ability to work some evenings and weekends.

**Desirable**

- Experience with a medical scheduling system.
- Experience working in a community-based health or social service agency.

**Language Designation**

English, written and spoken

French, spoken

Start date: ASAP  
Hourly rate: \$20.189/hour to \$21.152/hour  
Pension: Healthcare of Ontario Pension Plan (HOOPP)

**How to “express an interest” for this opportunity:**

Submit your letter of interest along with your résumé to [jobs@centretownchc.org](mailto:jobs@centretownchc.org).

Please note the following:

- The subject line of your email should read “Casual – Bilingual Medical Receptionist”
- The file name for your resume should read:“(last name)\_(first name)\_ Resume
- The file name for your cover letter should read: “(last name)\_(first name)\_ Cover Letter

We thank all applicants but regret that we can only contact those to be invited to an interview.

Candidates with a disability requiring accommodation during the application and/or the interview process should contact us at [jobs@centretownchc.org](mailto:jobs@centretownchc.org) so arrangements can be made. CCHC is an equal opportunity employer and values diversity in its workforce and as such all applicants are welcome.