



Medical Clinic Receptionist

Description

We are seeking a friendly and organized individual to join our team as a Medical Clinic Receptionist. The ideal candidate will be responsible for greeting patients, scheduling appointments, and providing general information in person and over the phone. Additionally, they will perform clerical duties and maintain front desk security.

Duties

- Greet patients and visitors as they enter the clinic.
- Direct individuals to appropriate contacts or services.
- Provide general information in person and by phone.
- Schedule appointments using manual or computerized systems.
- Record bookings and handle payment transactions.
- Interview patients to obtain necessary information for medical services.
- Maintain front desk security and security access lists.
- Perform clerical duties as needed.

Qualification

- Excellent communication and interpersonal skills.

Closing Date

March 8, 2025

Categories

Health

Employer

Dakota Medical Corporation

Location

St. Vital

Address

17-845 Dakota Street Winnipeg,
R2M 5M3

Job Type

Full-time

Education Level

High School

Email

dakotamedicalclinic@gmail.com

- Strong organizational abilities and attention to detail.
- Proficiency in computerized systems and office software.
- Prior experience in a medical setting is preferred.
- Compassionate and empathetic attitude towards patients.
- Ability to multitask and work efficiently in a fast-paced environment.
- Fluency in English. Afrikaans is an asset