Receptionist

Description

We are looking to hire a medical receptionist with excellent organizational and administrative skills. Medical receptionists are expected to be compassionate and discrete with superb time management and record-keeping skills.

To ensure success, medical receptionists should be confident and professional administrators with good communication and interpersonal skills that will contribute to the efficient day-to-day administration of the healthcare facility. Top candidates will work comfortably under pressure while multi-tasking in a fast-paced environment and can effectively react to patient emergencies.

Duties

Responsibilities:
Schedule appointments between doctors and patients.
Complete accurate documentation of patient visits.
Liaise between clinic and insurance companies with discretion and professionalism.
Maintain business inventory such as checking supplies, scheduling equipment, and maintenance repairs.
Ensure that stock levels are adequate and orders are made timeously.
Professionally assist doctors, staff, visitors, and patients.
Maintain confidentiality of all doctor, staff, and patient information.
Assist with admissions/treatment as per agreed protocols.

Closing Date

February 28, 2027

Categories

Health

Employer

Eastern Healing Centre

Location

St. James-Assiniboia

Address

1036 Portage Ave
Winnipeg, R3G 0S2

Job Type

Full-time

Education Level

Bachelor

Wage

$18.00 - $18.00

Adhere to policy and procedures, during all activates;
Perform all duties within regulations.

Optional responsibilities:
Communicate medical results to patients under clinical supervision.
Greet and attend to patients in person and over the phone under clinical supervision.

Qualification

Requirements:
Innovative thinker with strong conceptual and problem-solving skills.
Meticulous attention to detail with the ability to multi-task.
Strong organizational, administrative, and planning skills.
Ability to work under pressure and react effectively to emergency situations.
Ability to use discretion while working with sensitive information.
Excellent documentation, communication, and IT skills.
Passionate about healthcare excellence.

Languages
English

Education
College/CEGEP
or equivalent experience

Experience
Experience an asset

Work setting
Health care institution, facility or clinic