

Minto-Mapleton Family Health Team

Medical Receptionist – Harriston Full-Time

The Minto-Mapleton Family Health Team (FHT) is seeking a highly organized, skilled team player to join our rural FHT at our Harriston site. The Medical Receptionist plays a key role in ensuring the office runs efficiently and smoothly and is the main point of contact with our patients. Main duties include: greeting patients, answering phones, scheduling patient appointments and coordinating schedules for health care providers, specifically the Nurse Practitioner and the Registered Practical Nurse.

Skills and Qualifications:

- Medical Office Assistant diploma, or equivalent
- Ability to ensure confidentiality in all respects
- Experience working in a medical office setting
- Ability to multi-task and work efficiently
- High degree of comfort in using technology, including electronic medical records (PS Suite preferred)
- Excellent communication skills and customer service

Interested candidates should submit a resume with cover letter electronically to Shirley Borges, Executive Director at: sborges@mmfht.ca by **Wednesday, April 17, 2024 by 5 pm**.

Please note that only those candidates selected for an initial interview screening process will be contacted. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance.