



COMMUNITY WELLNESS Job Opportunity

Position: Pediatric Clinic Receptionist

Reports to: Physician/

This part time 2 day/week position requires someone with excellent communication skills and time management. The incumbent will work directly with and report to the Pediatrician.

Duties:

- Perform general clerical duties including booking and confirming appointments, greet clients, answer calls and inquiries, data entry, photocopy, fax.
- Maintain a filing system,
- Record incoming and outgoing documents, including mail,
- Follow required protocols.

Required Qualifications:

- Medical Office Assistant/Administrative Certificate training or experience working in a medical office.
- Able to maintain strict confidentiality,
- Excellent people skills, must be able to communicate to sensitive issues tactfully,
- Proficient in office technology including fax machines, copiers, scanners, and computer programming such as Microsoft Word, etc.
- Ability to work independently,
- Knowledge of the Cree language and customs is an asset.

Required Documents:

- Updated resume including 3 references,
- Criminal record check with vulnerable sector check,
- Child intervention check,
- Copy of valid driver's license.

Please submit the required documentation to:
SAMSON CREE NATION PERSONNEL DEPARTMENT
Phone number: 780-585-3793
Email: personnel.179@gmail.com/jrain.scn@gmail.com
Deadline for Applications:
April 6, 2022