



SANTÉ OUVERTE  
**OPEN HEALTH**  
NIVERVILLE

## Casual Medical Receptionist

Niverville Open Health is seeking a friendly and organized receptionist to join our growing healthcare team. In this role you will work at the front desk of the medical office and assist patients and other visitors. You must have a positive attitude, excellent customer skills and a willingness to take on responsibility. Your primary job duties will include greeting and checking in patients, answering questions, processing paperwork and scheduling appointments. The receptionist contributes to the day-to-day operations and strives to create an outstanding customer service experience in all interactions, both internal and external.

This is a casual position with the potential to grow into a permanent position. Applicants must be available to work a variety of shifts and may be called in on short notice. Preference will be given to Niverville residents.

### Receptionist Requirements and Qualifications:

- Strong customer service skills with the ability to communicate tactfully with others
- Positive and professional demeanor
- High school diploma or equivalent
- Completion of a certificate program in a medical field preferred
- 1+ years of experience working as an administrative assistant or in a relevant role
- Strong attention to detail
- Excellent organizational and time management skills

### Conditions of employment include the following:

- Satisfactory Child Abuse Registry check
- Satisfactory Criminal Record with Vulnerable Sector Check

To apply please send your cover letter and resume noting the position you are applying for, along with your salary expectations to the following:

Casual Medical Receptionist  
c/o Town of Niverville  
Box 267  
Niverville, MB  
ROA 1E0  
Email: [kristenfyfe@whereyoubelong.ca](mailto:kristenfyfe@whereyoubelong.ca)

*We thank all who apply and advise that only those selected for a personal interview will be contacted.*