



Espanola & Area

Family Health Team

The Espanola & Area Family Health Team is currently recruiting a casual Medical Receptionist.

The successful candidate will have familiarity with the health issues of the community and will work collaboratively with other primary care providers to improve the health of the patients accessing services through the Family Health Team.

QUALIFICATIONS:

- Completion of post-secondary education in a relevant field
- Administrative experience in a health care setting
- Knowledge and understanding of the roles of various health care professions
- The ability critical think and multi-task
- Superior computer knowledge
- Excellent organizational and communication skills
- Ability to provide regular attendance
- Bilingualism in French and English is an asset

To apply in confidence, please forward your resume together with a cover letter outlining your relevant experience and qualifications by October 11, 2018 to:

Human Resources Manager
Espanola Regional Hospital and Health Centre
825 McKinnon Drive
ESPANOLA, ON P5E 1R4
Email: recruitment@esphosp.on.ca

Thank you for your interest. Only applicants who have been selected for an interview will be contacted.