

RNC**Employment Service**

905-727-3777

222 Wellington Street East, Main Floor



Job Title	Front Desk Administrator		Job # 2011007
NOC / NAICS	1414 / 621310	Date	November 16, 2020
Location	AURORA: Yonge / Wellington Street East	Wages	\$17.00 per hour
Experience (Yrs.)	<input checked="" type="checkbox"/> 0-1 <input type="checkbox"/> 1-3 <input type="checkbox"/> 3-5 <input type="checkbox"/> 5+	Hours/Week	25-30 hours/week
Employment Type	<input checked="" type="checkbox"/> Perm <input type="checkbox"/> Temp <input type="checkbox"/> Seasonal	Schedule	Mon/Wed 6:30am-12:00pm
	<input checked="" type="checkbox"/> FT <input type="checkbox"/> PT	Availability	Mon-Thurs 2:00pm-6:00pm
Benefits Available After Probation Period	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes:		
Workplace / Physical Requirements	Must be able to climb stairs a few times daily		

Company

A local Chiropractic office with a mission to help as many people and as many families as possible, reclaim and improve their overall health and well-being. They will provide exceptional care and serve as your partner on your journey to optimal health and wellness by building health versus treating illness. **EMPLOYER WILL TRAIN!**

Job Duties

Small medical office is hiring a Front Desk Administrative Assistant right now! Looking for a front-line individual who will be calm, caring, unflappable, warm and welcoming to patients in need.

- Greet clients and other visitors
- Provide a warm and professional reception
- Answer phones, schedule and confirm appointment
- Maintain a tidy reception area
- Medical billing / invoicing
- Maintain client / patient files

Requirements / Candidate Profile

- Learns new tasks easily
- Good computer skills
- Excellent communication skills and telephone manner
- Organized and good administrative skills
- Attention to detail
- Ability to maintain client confidentiality
- Able to climb stairs a few times daily

How to apply

To apply please submit resume to HRQR@rnaces.ca for pre-screening and consideration.

Include a note indicating why you are a good fit for this position.

Disclaimer

RNC Employment Services reserves the right to submit applicant resumes in their sole judgement directly to employers only following registration. Registration in itself does not determine applicant job posting eligibility. Further RNC is not responsible for employer hiring decisions which may pre-empt registration.