

The Edmonton North PCN is looking for a **Reception** team member who:

- Has **outstanding** people, customer service and interpersonal skills
- Shows **initiative** and demonstrates the **ability to meet deadlines**
- Is able to approach **multiple competing priorities** in a **calm, efficient** manner.
- Ability to **work efficiently** as a part of a **team** as well in a **self-directed** manner with minimal supervision
- Displays a high level of **professionalism** and **ethical** behavior
- Displays a **positive attitude**
- Enjoys **sharing new knowledge**, ideas, and innovations with team members
- Has an understanding and **awareness of cultural sensitivities** that may arise in day to day interactions

To fill the role of:

## Receptionist (Term)

### Requirements of the role:

- Certificate or diploma in office administration, business administration or other related discipline. A comparable combination of education and/or experience would be considered
- A minimum of two years' experience in a medical setting, particularly in community health is preferred
- Intermediate level of knowledge of MS Word, Excel, and Outlook

### What to expect day to day:

- Greeting and assisting patients, physicians, and the general public
- Answering all incoming calls and inquiries
- Handing out surveys and other forms
- Scheduling group and individual appointments
- Managing incoming and outgoing mail, courier services and processing incoming faxes
- Maintaining conference rooms
- Supporting in the administration of service awards and monthly recognition
- Vendor and Facilities liaison
- Data entry as required
- Backup to Office Manager and other admin staff, as required
- Coordination of various administrative projects (ie: taking meeting minutes, special projects, as required)

### **IMPORTANT TO NOTE**

#### Hours of Work:

*Monday- Thursday [12:00 pm – 8:15pm]*

*Fridays [8:15 am – 4:30 pm]*

**Temporary role, 12 months**

#### Location:

#### **Northgate Centre**

(9499-137 Avenue)

Please submit your cover letter and resume to: [greatjobs@enpcn.com](mailto:greatjobs@enpcn.com)

