



JOB POSTING #2247
WE ARE AN EMPLOYMENT EQUITY EMPLOYER

CLASSIFICATION: Clinical Office Assistant (Receptionist), Temporary, Full-time TERM to March 31, 2025 with possible extension

SALARY: See CUPE #974 Collective Agreement

HOURS: 1.00 FTE, 37.5 hours per week. Monday to Saturday. All sites. Current Location: Westside Clinic

DUTIES: To provide clinical office assistant/receptionist duties as required to physicians and other health care workers.

QUALIFICATIONS:

- Grade 12 with 2-3 years' experience in a clinical office assistant setting sufficient to demonstrate the necessary skills, and a Medical Office Assistant course diploma.
- Responsible and reliable.
- Excellent telephone skills.
- Excellent organizational skills.
- Courteous and pleasant.
- Ability to communicate effectively and co-operatively, both in writing and verbally, with physicians, other health care workers, patients and with outside agencies.
- Ability to work in a high-volume multi-tasking environment.
- Ability to work alone and with minimal supervision.
- Ability to maintain confidentiality.
- Ability to recognize potentially dangerous situations.
- Basic computer skills.
- General knowledge of and compatibility with the philosophy of CHSA.
- Must be bondable.
- Demonstrates strong interpersonal and collaborative communication skills and attitude.

Submit cover letter and resume by 5:00 p.m. on November 4, 2024.

Email: jobs@communityclinic.ca

Mail: Human Resources Department, 455 2nd Avenue North, Saskatoon, SK S7K 2C2

Saskatoon Community Clinic is committed to inclusive and accessible employment practices. We are committed to employment equity and welcome applications from all qualified candidates. People of aboriginal ancestry, people with disabilities and/or visible minorities are invited to identify themselves on application. We thank all applicants, but only those selected for an interview will be contacted.