

JOB POSTING #2386
WE ARE AN EMPLOYMENT EQUITY EMPLOYER

CLASSIFICATION: Reception Clerk – Permanent, full-time

HOURS: 1.0 FTE, 37.5 hours per week. Monday to Saturday. All sites. Current location:
Downtown

SALARY: See Collective Agreement

QUALIFICATIONS:

- Office Education Diploma, or similar;
- 2-3 years' experience in a clinical office setting sufficient to demonstrate the necessary skills;
- Medical Terminology is an asset.
- Intermediate computer skills and keyboarding.
- Ability to communicate effectively and cooperatively, both in writing and verbally, with physicians, other health care workers, patients and outside agencies
- Organized and efficient with above average interpersonal skills.
- Ability to work independently in a high-volume multi-tasking environment.
- Ability to work with minimal supervision.
- Ability to maintain confidentiality.
- Ability to recognize potentially dangerous situations.
- A valid Criminal Record Check is required.
- Responsible and reliable.
- Excellent telephone skills.
- Excellent organizational skills.
- Courteous and pleasant.
- General knowledge of and compatible with the philosophy and policies of CHSA (Saskatoon).
- Experience using Med Access Electronic Medical Record would be an asset.

RESPONSIBLE TO: Manager of COA/Reception

Submit cover letter and resume by 5:00 p.m. on September 17, 2026.

Email: hresources@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 Indigenous ancestry, persons 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.