

Receptionist/Medical Office Assistant Needed for the Mayne Island Health Centre

We are a busy health centre, open Monday-Friday, with two primary care providers looking for a part-time receptionist/MOA to join our team. Regular hours are 09:00-17:00 Mondays and Tuesdays, with potential for additional hours to cover staff absences (i.e. holidays/sick time etc.). The successful candidate will have excellent communication and organizational skills.

The ideal candidate will have experience in medical office procedures and electronic medical records (EMR), however candidates with related experience and/or education, but without this skill set, will be considered. Rate of pay is \$20/hour, with a start date in September (training/orientation could begin prior to start date). Conditions of employment include a successful criminal record check and signed confidentiality agreement.

To apply, please email resume and cover letter as an attachment in Word document format, in confidence to leanne.rowand@islandhealth.ca. Only those short-listed will be contacted for an interview.

Thank you for considering this position and to all who applied.

Sincerely,

Dr. Leanne Rowand

Family Nurse Practitioner

Mayne Island Health Centre