



The Corporation of the Township of Pickle Lake
2 Anne Street., P.O. Box 340
Pickle Lake, Ontario P0V 3A0
Phone: 807-928-2034
Fax: 807-928-2708

EMPLOYMENT OPPORTUNITY
Clinic Receptionist
Permanent Full Time – Competition #: 2023-03

DUTIES:

- Able to fulfill administrative duties at the Clinic, answering phones and directing calls appropriately, inquiries from the public.
- Appointment setting for visiting doctors and facilitation of various services.
- OHIP billing
- Month end reports
- Maintaining and updating filing systems and mailings, faxing, and emailing
- New patient medical record transfers
- Preparation of lab work for distribution/sending to various labs
- Clinical support as required.

QUALIFICATIONS:

- Secondary School Diploma/Equivalent
- Valid G2 or G License

EXPERIENCE:

- Filing
- Sound knowledge of Microsoft Office including Outlook, Word, and Excel
- Previous OHIP billing knowledge, Customer Service and Administration experience.

The following are all essential: excellent customer service, interpersonal and communication skills both written and oral; proficiency with Word and Excel; ability to organize and prioritize daily working assignments; time management and organizational skills are essential to meet timely deadlines; ability to work independently and as part of a team. Confidentiality and ability to obtain a background record check.

Remuneration \$22.39 – 28.45 based on experience.

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