

Job Posting: Bilingual (French/English) Part-Time Receptionist/Administrator

Location: Midwifery Group of Ottawa

Position Type: Part-Time

Overview

We are seeking a professional, organized, and friendly **bilingual (French/English) receptionist** to join our team. This position plays a key role in ensuring the smooth daily operations of our midwifery clinic and supporting the compassionate, client-centered care we provide.

Key Responsibilities

- Support the efficient daily functioning of the clinic by monitoring client flow and communicating with midwives as needed
 - Schedule, cancel, and reschedule appointments in a timely and organized manner
 - Greet and assist clients and visitors, maintaining a warm, professional, and welcoming environment
 - Answer phone calls and respond to inquiries, providing accurate information regarding midwifery services and office procedures
 - Retrieve and manage voicemail and email messages; promptly forward urgent matters to midwives
 - Record birth information and communicate lab and ultrasound results following established clinic protocols
 - Handle intake calls from prospective clients, provide information about midwifery services, and assist in booking initial appointments
 - Manage faxes, emails, and physical mail, ensuring documents are organized and properly filed
 - Maintain records of library book loans and returns for clients
 - Coordinate the hand-off of lab specimens on clinic days
 - Restock clinical supplies as needed to support smooth clinic operations
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Qualifications

- **Fluent in both French and English (spoken and written)**
 - Excellent organizational and communication skills
 - Professional, compassionate, and client-focused demeanor
 - Ability to multitask, prioritize, and work independently in a busy environment
 - Previous experience in a **medical or healthcare office** is an asset
 - Knowledge of **midwifery care, pregnancy, birth, and the postpartum period in Ontario** is a strong asset
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Schedule

- **Days:** Monday, Tuesday, and Wednesday (daytime hours but exact hours flexible)
 - Additional hours may be available to cover the Office Administrator as needed
 - Potential for increased hours in the future
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Compensation

- **Starting wage:** \$18.00 per hour
 - Opportunity for wage increase based on qualifications and experience
 - **Probationary period:** 3 months
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If you are a caring, detail-oriented professional who enjoys supporting families and working in a collaborative healthcare environment, we would love to hear from you!

To apply: Please send your resume and cover letter to admin@midwiferygroupofottawa.com