**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

**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

**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

**Compensation**

* **Starting wage:** $18.00 per hour
* Opportunity for wage increase based on qualifications and experience
* **Probationary period:** 3 months

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