



New Life Midwives in Bowmanville is looking for an energetic, self-motivated office receptionist to join our team. We are a busy, vibrant health care clinic that provides comprehensive pregnancy and postpartum care to young families in Durham Region and Northumberland County.

Description:

- Greeting clients
- Answering phones
- Completing paperwork, filing, faxing, copying etc.
- Booking appointments
- Data entry

Skills Required:

- Self-motivated individual with excellent interpersonal skills
- Ability to multi task
- Must be able to manage time efficiently
- Experience with Microsoft Office and Accuro electronic medical records is an asset

We Offer:

- Safe & supportive work environment & personal protective equipment
- Compensation based on an hourly wage of 15.00/hour
- 12hr/week, flexible set schedule
- Position to start in early April

New Life Midwives is committed to equity and diversity in its policies, practices, programs, and work environments. All qualified individuals from underrepresented groups who would contribute to the further diversification of our practice are strongly encouraged to apply.

Please submit your cover letter and resume for consideration to info@newlifemidwives.com Attn: Erin Croteau. Successful applicants will be contacted for an interview.

@NewLifeMidwives



www.newlifemidwives.com