

Job Title: Part-time Receptionist (approximately 30 hours per week)

Job Summary: Uptown Midwives and Family Wellness is a Midwifery clinic with 14 Midwives who provide prenatal and postpartum clinic appointments for pregnant people and their babies. We are located at Bathurst and Lawrence.

Responsibilities: Greeting clients, answering busy phones, booking and rescheduling client appointments, responding to email inquiries for services and client questions, receiving and sending faxes, stocking clinic rooms with supplies, communicating with Midwives and responding to their requests for administrative work.

Salary: \$28,000 / yr

Please apply if you are organized, friendly and good at multitasking. Familiarity with PS Suite and obstetric medical terminology is an asset. Send your resume, cover letter and references to admin@uptownmidwives.ca with Receptionist in the subject line.