



## CLINIC ASSISTANT

*Presented by Thornhill Employment Hub on behalf of a local employer seeking to fill this position.*

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**Type:** Full time (Various hours & some Saturdays)

**Location:** Richmond Hill (Highway 7 & Bayview)

**Salary:** \$17.20 with increase after 3 months

**Industry:** Health

**Training will be provided**

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### Requirements:

- Excellent Communication skills, both written and verbal
  - Professional and pleasant telephone manner
  - Ability to multitask with attention to detail
  - Good computer skills with knowledge of social media
  - Previous experience in a medical office, hospitality and/or retail is an asset.
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### Responsibilities:

- Managing patient flow
  - Answering the phones
  - Scheduling appointments
  - Fee collections
  - Keeping the clinic clean and tidy
  - Assisting with social media and marketing projects
  - Candidate will also assist the doctor with history taking, examinations and treatments
  - Other organizational duties, as needed
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### Physical Demands:

- Benefits include family discount on services or possible bonus