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Are you a customer service rock star?

Join our award-winning team!

Our

If you love communicating & interacting with people to build relationships and want to work in a supportive, clinic environment that values its employees and their skill-development, let’s meet. The Erie Shores Rehabilitation team has an immediate need for a part-time Patient Experience Coordinator/ Office Administrator - 12-month contract but, for the right candidate, could lead to permanent part -time employment.

**We offer you:**

* Permanent, part-time work (25 hours/week to start)
  + Flexibility to cover vacation or sick days with an 8 am start and/or 6 pm finish is required
* $18-20/hour
* A positive clinic culture where we support you and value your input
* Development courses that help build your skill-set
* Paid onboarding and training
* Company sponsored team meals and outings
* Career options:
  + Focus on being amazing at patient experience and administrative duties
  + Fill a second role as marketing lead and/or chief culture lead

**Are you:**

* Persistent in your drive to be a patient champion and provide customer service excellence
* Productive in a fast-paced environment where adaptability, resilience and multitasking are a must
* An effective communicator with polished in-person, written, phone and email etiquette
  + Able to explain the value of our services and set us apart from others
* Organized and resourceful, as a self-directed independent worker and as part of a team
* A detective when it comes to attending to details and problem solving
* Able to calmly manage and address client issues and concerns
* Confident with Microsoft Office and Google productivity software, social media platforms, Canva & Hootsuite or similar, and clinic management software

**Preferred skills:**

* Experience in a healthcare clinic
* Understanding of WSIB
* Healthcare billing through Telus and HCAI
* Juvonno EMR software or similar

**Contact me if you have the same CORE VALUES:**

* *You strive to provide outstanding client-centred customer service to clients and administrative support to the clinical team*
* *You want to contribute to a vibrant atmosphere as part of a team of administrative and health care professionals*

**Send your resume, complete with cover letter describing how you prepare and eat a bowl of cereal to** [**reweston49@gmail.com**](mailto:reweston49@gmail.com)