

Redcliff Family Practice

MOA / Receptionist

Dr. Van is looking for an energetic individual to fill the position of Medical Office Assistant and Receptionist. **This is a part time position.**

The successful candidate will be enthusiastic, communicate well with members of the public, have a proven ability to work effectively in a fast paced environment, be able to work independently as well as within a team environment, and possess excellent organizational skills. Must be proficient with computers with a knowledge of electronic medical records and be comfortable with a multi-line telephone system.

Medical Office Assistant diploma or certificate would be considered an asset.

Interested candidates are asked to apply no later than **July 8, 2022.**

Please drop your resume off at:

202 Broadway Avenue East, Redcliff

Only those applicants selected for interview will be contacted. All others are thanked in advance for their interest.