



Personnel Posting 39-24/25.

**PERMANENT FULL-TIME FRONT OFFICE ADMINISTRATOR - FAMILY HEALTH
TEAM
Internal/External**

A challenging opportunity exists for a confident and self-directed administrative support professional. The front office administrator will provide a wide array of clerical, administrative and financial support for an integrated multi-disciplinary primary care team.

The successful applicant will have the following qualifications/experience:

- Grade 12 plus completion of a recognized office administration or business program or equivalent experience
- Intermediate skills Office software and general knowledge of balancing business accounts
- Familiarity with operation and maintenance of office equipment
- Inventory & supply management
- Staff scheduling and client bookings
- Preparation of promotional materials
- Familiarity with locum orientation and set up process as well as newly hired staff of the Family Health Team
- Coordinate Meals on Wheels volunteers

Strong organizational skills with the ability to prioritize, multi-task and manage time are essential.

Deadline: Applications must be received no later than **4:00 p.m. on Thursday, November 28th, 2024.**

Apply to: Linda Wieler, Employee Services Coordinator | lwieler@mh.on.ca
1 Health Care Crescent, Manitouwadge, ON P0T 2C0
807-826-3251 x 206

(Note: Please quote the personnel posting number “**PP39-24/25**” in your application. If you have not received an acknowledgement of your application within a day or two from sending, please call to confirm receipt.)

We thank all applicants for their interest. However, only those candidates qualifying for an interview will be contacted.

Start Date: To be determined

Santé Manitouwadge Health is an equal opportunity employer.