

Join our team!

Registration Clerk - Temporary Part-Time (12-18 months)

We are currently looking for a Temporary Part-Time Registration Clerk to cover a parental leave. Scheduled shifts will be on a rotating basis and may encompass Days, Evenings, and Weekends.

The successful candidate will be responsible for greeting the public, the registration of outpatients ensuring that accurate patient information is collected, ensuring that incoming calls are promptly and courteously answered and routed to the correct extension within the hospital, and the day-to-day operations of the Registration department.

The Espanola Regional hospital and Health Centre is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise if you require an accommodation.

Thank you for your interest. Only applicants who have been selected for an interview will be contacted. This position will remain open until it is filled.

Qualifications:

- Demonstrated proficiency in computer applications (Microsoft Word & Excel, Meditech)
- Good organizational skills
- Time management skills
- Excellent communication skills and strong interpersonal skills
- Minimum of two years' experience in a recent related position preferred but not required.
- Ability to dedicate oneself to required attendance.
- Ability to work evenings and weekends.
- Bilingualism in French and English is an asset.

Duties:

- Operate switchboard, radio, and paging systems.
- Register all patients and direct to appropriate department.
- Accept payments and issue receipts.
- Assist public as needed.
- Other administrative duties as required.

Benefits:

- Wage is \$24.13 - \$27.16 per hour based on experience.
- 14% paid in lieu of benefits
- 6% paid in lieu of vacation
- Access to Perkopolis discounts
- Employee Recognition Program



espanola
regional hospital
and health centre

To apply, please email your resume outlining your relevant experience to:

recruitment@esphosp.on.ca