

Join our team!

Part-Time Communications Clerk

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.

In addition, the successful candidate will foster and support a team environment to ensure the attainment of our organization objectives and will act as a role model for all staff and promote the reputation of the facility in the community.

This will be accomplished through active employee involvement, continuous training, and development, as well as a commitment to compliance with policies, procedures, and standards.

This position has no guarantee of hours and will be scheduled in accordance with the Collective Agreement.

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

Qualifications:

The successful candidate should possess the following:

- Community College diploma in Office or Business Administration.
- Demonstrated proficiency in computer applications (Microsoft Word & Excel)
- Good organizational skills
- Time management skills
- Excellent communication skills and strong interpersonal skills
- Minimum of two years' experience in a recent related position
- Ability to provide regular attendance
- Bilingualism in French and English is an asset.

Benefits:

- Starting Wage \$22.05 to \$24.82 depending on experience
- 14% paid in lieu of benefits.
- 6% paid in lieu of vacation.
- Eligible to participate in Hospitals of Ontario Pension Plan (HOOPP) immediately upon hire.
- Access to Perkopolis discounts
- Employee recognition program



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

recruitment@esphosp.on.ca