



COMPASS

COMMUNITY HEALTH

Compass Community Health offers primary care health services and health promotion programs to diverse communities and individuals.

We are currently seeking a:

Receptionist/Administrative Support
Permanent – Full Time (37.50 hours per week)
Salary Range: \$36,382 - \$42,801

What we're looking for:

- A self-motivated, client focused individual with a get-things-done attitude!
- The ability to work in a face paced environment
- Demonstrated ability to multi-task with great organizational skills
- Possess a diploma and/or relevant work experience
- Experience in medical setting preferred
- Proficiency in Arabic language a valuable asset

What you can expect to do:

- Warmly welcome all clients and visitors
- Scheduling of appointments utilizing Electronic Medical Records
- Work within the Team to support optimal client care and experience
- Monitor client flow and reception area
- Partake in continuous quality improvement activities

We invite you to review the **Receptionist/Administrative Support** job description on our website under Careers at <http://www.compassch.org/> for additional job related information.

In return for your results-orientation and dedication, we offer a competitive salary based on experience and qualifications. We also offer a comprehensive benefits package and HOOPP pension plan.

Please respond in confidence by Tuesday, April 02, 2024 at 4:00 p.m. to:

Human Resources Specialist

Email: hr@compassch.org

438 Hughson Street North, Hamilton, ON, L8L 4N5

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

Compass Community Health is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources at 905-523-6611 ext 3033 if you require accommodations.