
Job Description

Front Desk/Reception/ Customer Service

Who are you?

You are passionate about your work and perform with a high level of energy, reliability and pride. Customers and coworkers alike look forward to their interactions with you. Your administrative work is thorough, organized and detail-oriented. You have a solid command of the English language and excellent communication skills. Your work experience demonstrates success in providing customer service and strong administrative support.

Job Summary

- Provides a superior level of customer service to patients, enthusiastic greeting and assisting patients, answering phones, and monitoring text line
- Checking in patients and processing all transactions including Direct Billing
- Managing appointment bookings for patients
- Responding to inquiries and helping clients with problems
- Assists therapists with all inquiries, patient follow up
- Opens and closes the facility
- Performs a variety of duties including folding laundry, daily cleaning and refilling supplies or other duties as assigned
- Providing administrative support under the direction and support of the clinic director

Job Type / Category

15 – 20 hours / week

Day, evening and weekends including Sundays

Potential to increase to 40 hours

Skills and Qualifications

- Great customer service skills
- Solid communication skills
- Patient oriented and supportive attitude
- Dedicated and trustworthy
- Self starter, be able to function effectively with little direction
- Must be able to lift up to 25 lbs
- Time management skills

Calgary Muscle and Soft Tissue Clinic is a growing medical based therapeutic massage clinic, with a positive workplace culture. Our team is a solid group of dedicated professionals who strive to deliver the best care to our patients. If your desire and skills are to make a lasting impact on the quality of people's lives – we want to hear from you!

Job Types: Full-time, Permanent

Salary: \$15.00-\$16.00 per hour