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Front Desk / Clinic Administrator

Power Physio | Parry Sound, Ontario

Power Physio is looking for a Front Desk / Clinic Administrator to join our team on a part-time basis.

This role is the first point of contact for our patients and plays an important part in keeping the clinic running smoothly. We're looking for someone who enjoys working with people, is comfortable juggling multiple tasks, and can bring a professional and welcoming presence to the front desk.

The Position

- Part-time: 2 days per week
- Schedule: 7.5-hour days, 8:30 AM – 4:30 PM
- Days: Flexible — days can be discussed based on availability and clinic needs
- Compensation: \$22/hour

Responsibilities

- Greet and register clients
- Answer phones, emails, and inquiries
- Schedule appointments for multiple practitioners
- Process payments and assist with billing and insurance/benefits information
- Complete data entry and maintain accurate client records
- Assist with basic bookkeeping and administrative tasks
- Keep the front desk and clinic organized
- Support the day-to-day operations of the clinic, which may include light housekeeping

What We're Looking For

- Strong computer skills, particularly with, email, Microsoft excel, calendars, and electronic medical records
- Excellent communication and customer-service skills
- Strong organizational and multitasking abilities
- Strong attention to detail and accurate data-entry skills
- Comfortable handling payments, billing, and insurance/benefits information
- Reliable, professional, and personable
- Previous experience in a healthcare, administrative, or customer-service setting is an asset

If you're someone who enjoys working with people, staying organized, and being part of a small and active healthcare team, we'd love to hear from you.

To apply: Please send your resume and a brief introduction to john@johnpowerphysio.com