



Employment Opportunity – Medical Receptionist

MIC is currently recruiting individuals to work in reception at multiple locations throughout Edmonton and the greater area.

Successful candidates will possess the following:

Skills and Attributes

- Exceptional patient or customer service skills
- Excellent verbal communication
- Patience and empathy
- Computer proficiency
- Medical terminology
- Team player

Education:

- High School diploma – required
- Medical Office Assistant Certificate - desired

If you are interested in this opportunity, please forward your expression of interest and resume to:

Jody Elliott – jelliott@mic.ca

Or you may submit your resume on line at mic.ca