



Employment Opportunity - Central Booking Clerk

MIC is currently recruiting individuals to work in its Central Booking department.

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
- Ability to work in a high volume call centre

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:

Jackie Best-Walushka – jbwalushka@mic.ca

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