



Employment Opportunity

Reception/Front Desk Administration

Location: #204, 1039 17th Avenue SW Calgary

Employment Start Date: September 4, 2018 (flexible)

Job Summary:

Prairie Therapy is looking for a highly motivated, hardworking individual to join our team. The position is part-time to offset the hours of our full time Office Manager. In general, the hours would be 3:00-7:00, Monday-Thursday, and 8 hours on Fridays (usually 9-5). We are open to some modification of these times, and would consider a candidate that can cover most of the required times.

Ideally, the candidate would have some background in the field of health and wellness to make it easier to communicate the different services that we offer, as well as direct the candidate to the appropriate therapist. Students in an allied health care program would be a great fit.

The clinic was started in Calgary in 2010, and we have spent the better part of 8 years building our team of Registered Massage Therapists, Certified Athletic Therapists, Traditional Chinese Medicine Doctors, Osteopathic Manual Therapists and bracing specialists.

At Prairie Therapy we believe that a team approach to care is the only way to approach rehabilitation, and are looking for an individual to help our TEAM provide the best care that we can.

"Rehabilitation + Collaboration = Results"

Key Responsibilities:

- First point of contact for customers (in person, over phone and email)
- Prepping and pulling charts
- Taking payments
- Invoicing for practitioners
- Insurance billing
- General cleaning and tidying in the clinic (laundry, garbage, vacuuming, etc)
- Basic bookkeeping duties
- Coordinating Payroll
- Maintain and organize clinic supplies

Special Skills:

- Basic computer skills – use of Excel and Word documents
- Excellent communication and interpersonal skills
- Must be very service oriented and able to work with many different types of patients and people
- Ability to interact professionally and effectively with people at all levels (students, staff, coaches, nurses, and doctors)
- Ability to work independently, as part of a larger team model

Location:

- Calgary Clinic - #204, 1039 17th Avenue SW

Closing Date for Applications:

Position will be open until filled.

Cover letters and resumes should be sent electronically to Brandon Thome & John Reinbolt at info@prairietherapy.ca with the subject: 'Prairie Therapy - Front Desk Position'.

Prairie Therapy would like to thank all those that express interest in this position and advises everyone that only those selected for interviews will be contacted.