



Chiropractic Office Assistant Part-Time

Campbell River Region
Campbell River

Thursday October 30, 2025

Minimum wage - \$ 20/ hour (\$20 to start)

Company: Discovery Chiropractic

Industry: Health

How to apply:

Please apply in person at: 1241 Dogwood St. Campbell River, B.C. - Attn: Office Manager

Expiry Date:

Thursday, November 13, 2025

Details:

Discovery Chiropractic is seeking an energetic, professional, and friendly individual who thrives in a fast-paced, team environment to join our front office team. The Receptionist/Chiropractic Office Assistant duties will include greeting and checking patients in for their appointment, booking patients, answering phones, direct billing, handling cash and insurance payments, taking patients to the treatment rooms. Customer service experience, strong communication and computer skills are necessary. Hours of operation are Monday to Saturday (Must be able to work Saturdays) and may require covering for holidays occasionally. This is a part-time position with the possibility of becoming full-time with the right candidate. Job Type: Part-time

Qualifications & Experience:

Office experience WCB/ICBC knowledge and Direct Billing would be an asset
