



Front Desk & Operations Coordinator Full-Time

Campbell River Region
Campbell River

Wednesday March 25, 2026

\$21 - \$25/ hour

Company: Physio on the Run

Website:

<https://www.physioontherun.ca/front-desk--operations-coordinator-job.html>

Industry: Health

How to apply:

Applicants must submit both a resume and cover letter via email admin@physioontherun.ca In your cover letter, include a brief paragraph describing your experience communicating professionally by email and phone.

Expiry Date:

Wednesday, April 08, 2026

Details:

Physio on the Run is hiring a detail-oriented and reliable Front Desk Coordinator to keep our clinic running smoothly. This role is a hybrid of in-person and remote work and supports daily clinic operations. This position is initially maternity leave coverage. For the right candidate, there may be an opportunity for a longer-term or permanent role as the clinic grows. This role sits at the center of clinic operations and is responsible for keeping scheduling, communication, and workflow running smoothly. It is a fast-paced position with a high volume of communication and coordination across multiple systems throughout the day. In this role, you will manage incoming communication across phone, email, text, chat, social media, fax, and website inquiries. You will coordinate bookings and schedules, ensure client information and intake forms are complete, and keep documentation organized. You will also support billing through Jane and insurance portals, monitor supplies, and assist with sick call triage and rescheduling.

Qualifications & Experience:

We are looking for someone with healthcare or clinic experience (Kinesiology preferred) who understands confidentiality, consent, and professional communication. The ideal candidate is highly organized, detail-oriented, and reliable, with strong communication skills and the ability to manage competing priorities. You are comfortable using the Jane App and other computer systems, are technically confident, and know when to ask for help or escalate concerns. A clean criminal record check is required.
