



Front Desk Administrator

Part-Time

Campbell River Region
Campbell River

Wednesday April 29, 2026

\$21 - \$25/ hour

Company: Active Living Physiotherapy

Website: <https://www.activelivingphysio.com>

Industry: Management/ Administration

Remote/Camp Based Job: No

How to apply:

Send your resume and cover letter to sophia@activelivingphysio.com and tell us why you'd be a great fit. Only successful candidates will be contacted.

Attachment: [FrontDesk Job Ad 2026.pdf](#)

Expiry Date:

Wednesday, May 13, 2026

Details:

Looking for more than just a front desk job? At Active Living Physiotherapy, you'll be part of a well-established, community-trusted clinic that has been serving Campbell River since 2012. We are proud to be a clinic trusted by physicians and relied upon by the community for high-quality, evidence-based care. We're looking for a warm, highly organized, and adaptable person who thrives in a people-focused, fast-paced environment. As the first point of contact in our clinic, you play a key role in creating a professional, welcoming, and seamless experience for every client. We're especially interested in someone seeking a long-term role, where they can become a consistent, valued member of our team. What You'll Do:

- Welcome clients and create a positive first impression
 - Answer phones, emails, and messages with professionalism and care
 - Schedule appointments and manage client records (EMR)
 - Process payments and extended health billing
 - Keep the clinic organized, stocked, and running smoothly
 - Support clients in accessing the care they need
- Hours & Compensation:
- 19-25 hours/week
 - Weekday afternoons/evenings (Tuesday-Friday)
 - Starting August 2026
 - Flexibility to cover vacation periods (~6 weeks/year, with increased hours during those times)
 - \$18.50-\$22.00/hour, depending on experience, skills, and responsibility level
- You Bring:
- Exceptional organization and strong attention to detail
 - Ability to multitask in a fast-paced clinical environment
 - Excellent communication and customer service skills
 - A reliable, team-oriented mindset

Flexibility and dependability with scheduling • Computer confidence (typing 40+ wpm; EMR experience an asset) • High school diploma or equivalent Who This Role Is Great For • Someone seeking a stable, long-term position • Individuals who take pride in being highly organized and dependable • People who enjoy a busy, active work environment and keeping things running smoothly • This role is best suited to someone who enjoys structure, takes initiative, and thrives in a well-organized clinical environment with high standards (We also welcome applicants interested in gaining healthcare experience, though long-term availability is strongly preferred.) Why Work with Us? • Established, reputable clinic trusted by physicians and the community • Supportive, team-oriented culture • Meaningful work helping people improve their health and mobility • A positive, active workplace where your work truly matters

Qualifications & Experience:

• Exceptional organization and strong attention to detail • Ability to multitask in a fast-paced clinical environment • Excellent communication and customer service skills • A reliable, team-oriented mindset • Flexibility and dependability with scheduling • Computer confidence (typing 40+ wpm; EMR experience an asset) • High school diploma or equivalent
