



# Receptionist/Administrator

## Part-Time

Campbell River Region  
Campbell River

Monday June 29, 2026

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\$21 - \$25/ hour

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**Company:** Active Living Physiotherapy

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

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**Industry:** Management/ Administration

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**Remote/Camp Based Job:** No

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**How to apply:**

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

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**Expiry Date:**

Monday, July 13, 2026

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**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:

- 19-32 hours/week
- Weekday mornings/afternoons/evenings (Monday-Friday)
- Starting July 2026
- Flexibility to cover vacation periods (~6 weeks/year, with increased hours during those times)
- \$20.00-\$23.00/hour, depending on experience, skills, and responsibility level

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
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### **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
  - Marketing experience is an asset!
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