



## Join Our Active Team!

Part-Time Front Desk Administrator (19–25 hrs/week)

### 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

#### **Ready 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.