

COVID-19 - We have implemented safety protocols in our clinic and limit the number of patients we see.

Addiction medicine office in Campbell River is seeking full time **Receptionist/Office Manager**. If you have experience working in addiction services or working with the vulnerable population, consider this opportunity. Our small team is dedicated to providing a high level of care to our patients, and believe everyone deserves to be treated respectfully and with compassion. If you are one who understands the importance of building relationships and have demonstrated administrative experience in a busy office environment, we would love to hear from you. You must possess excellent organizational skills and have strong interpersonal competency. You are curious, motivated when working alone and excel in a team. Previous medical office experience, or Social Science background is considered an asset. Training will be provided to the successful candidate.

*Must respect individuals and their rights regardless of race, religious beliefs, color, economic status, education level, age, or sexual orientation.

Fair wage, dependent on education and experience.

Please email your resume to ccas@telus.net Attention: Heidi