Modern and friendly Physiotherapy clinic is seeking a Full-time or Part-time enthusiastic and organized Receptionist to join our wonderful team. Having Medical administration or Dental administration experience is a benefit.

We are looking for an energetic, detail-oriented & self-motivated person who is skilled in multi-tasking and helping people. To excel in this role, you should have excellent interpersonal and communication skills; written and verbal, and an ability to make patients feel comfortable and at ease. If you have a sunny, "I CAN" attitude, and are a people person who enjoys learning, we want to hear from you as this fulfilling and rewarding opportunity could be yours.

**RESPONSIBILITIES:**

* Answering phones
* Greet patients in a very warm and welcoming manner
* Scheduling appointments
* Dealing with insurance companies
* Assist patients with their payments and claims processing
* Ensure proper patient follow-up
* Other administrative support to the Physiotherapist and staff