

**Position:** Booking Agent

**Location:** Richmond Hill

**Work Schedule:** Monday-Friday, 4pm-8pm

**Compensation:** \$10.25/hour

**Scope of Work:**

- ✓ Scan medical documentation
- ✓ Book/reschedule patient appointments
- ✓ Other general administrative functions as required

**Skills & Qualifications:**

- ✓ Computer proficiency is required
- ✓ Excellent interpersonal and communication skills
- ✓ Must be a team player

Interested candidates can submit their resume to **Sabina Dittburner, Human Resources Manager**, [s.dittburner@villageeastmedical.com](mailto:s.dittburner@villageeastmedical.com)