

Position: Customer Service Representative

Location: Richmond Hill

Work Schedule: Monday-Friday (day shift, hours to be determined)

Compensation: Based on Experience

Scope of Work:

- ✓ Register patients, answer multi-line phone system, book patient appointments, filing, faxing
- ✓ Efficiently and accurately complete tasks as directed by physicians
- ✓ Maintain an organized work space
- ✓ Other general administrative tasks as required

Skills & Qualifications:

- ✓ Post-secondary diploma or certificate
- ✓ Minimum one (1) year previous experience in a customer service position
- ✓ Fluency in English and Mandarin and Cantonese is required (verbal and written)
- ✓ Computer proficiency is required
- ✓ Excellent interpersonal skills and a pleasant demeanour
- ✓ Demonstrated excellence in customer service
- ✓ Proven ability to multi-task and be efficient in a busy work environment
- ✓ Must be a team player

Interested candidates can submit their resume to **Sabina Dittburner, Human Resources Manager**, s.dittburner@villageeastmedical.com