

EMPLOYMENT OPPORTUNITY

Moosomin Family Practice Centre

is hiring a **full-time** and a **part-time receptionist**.

Duties include scheduling appointments, filing medical records and handling a variety of medical correspondence.

Successful applicants should have excellent communication skills with the ability to multi-task with proper time management.

A positive and professional attitude and understanding the importance of confidentiality is a must.

Applications will remain open until a suitable candidate is found.

Please submit your resume with cover letter to:

mfpc@sasktel.net

or mail to:

Moosomin Family Practice Centre

ATTN: Octavia Horn

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