



## **EMPLOYMENT OPPORTUNITY: Senior Clerk**

**PART TIME – UNIONIZED POSITION – 22.5 HRS/WEEK**

### **Summary of Position:**

The Fort Frances Physicians Group is looking to fill the position of Senior Clerk – Part Time, who, under the direction of the Reception and Billing Supervisors will primarily be responsible for the following, but not limited to, essential duties.

### **Essential Duties:**

- Greeting, welcoming and successfully directing patients within the clinic
- Answering and directing phone calls as needed
- Booking appointments according to each Physician's schedule
- Scanning and inputting documents into the Electronic Medical Records software
- Updating patient information, accepting paperwork and payments at Billings
- Coding of services and entry of claims into the Electronic Medical Record
- Completing various tasks as requested and directed by the Reception/Billing Supervisors

### **Qualifications:**

- Successful completion of a High School Diploma
- Previous experience within an office setting an asset
- Ability to work in a fast-paced and team focused environment
- Excellent computer and customer service skills an asset
- Exceptional communications skills – written, oral and telephone

### **We Offer:**

- Competitive wage (starting at \$23.69) as per the Collective Agreement
- Team-based environment with organized staff events
- HOOPP, Health Benefit Package and Annual uniform allowance
- Work-Life balance

NO AI tools are used during the hiring process.

Posting is for an existing position at FFPG.

Applications will be reviewed on an ongoing basis until position is filled.

If you require accommodations during the application or interview process, please let us know.

Please submit a cover letter and resume by email or in writing by:

**3:00 PM CST on June 11<sup>th</sup>, 2026 to:**

***Elizabeth Slomke, Business Manager***

Fort Frances Physicians Group, 301 Victoria Avenue, Fort Frances, ON P9A 2C1

Phone: 807-274-3287, ext. 254      Email: [e.slomke@ffpg.ca](mailto:e.slomke@ffpg.ca)

**We thank all candidates in advance, however, only those selected for an interview will be contacted.**