



**FORT FRANCES
PHYSICIANS GROUP**

EMPLOYMENT OPPORTUNITY:

RECEPTION SUPERVISOR & NOSM Site Admin. Coordinator

FULL TIME – 37.5 HRS/WEEK

Summary of Position:

The Fort Frances Physicians Group is a growing Medical Professional Corporation currently consisting of 13 Family Physicians and 1 Nurse Practitioner. The Fort Frances Physicians Group is looking to fill the position of Reception Supervisor & NOSM Site Administrative Coordinator (SAC), who, under the direction of the Business Manager will primarily be responsible for the following, but not limited to, essential duties.

Essential Duties:

- Provide support and direction to Senior Clerks as they book appointments and check-in patients
- Communicate with patients, physicians and staff as needed
- Prepare weekly staff schedules and sign off on departmental payroll
- NOSM Site Administrative Coordinator – arranging learner orientation, coordinating student & resident placements, organizing teaching sessions, track learner attendance, liaise between learners/physicians/NOSM/hospitals/clinic, represent our site at monthly virtual NOSM meetings
- Miscellaneous tasks as requested and directed by the Business Manager

Qualifications:

- Degree or diploma in Administration, Business or related field an asset
- Previous experience in an Administrative or Medical setting an asset
- Excellent computer skills with working knowledge of various Microsoft programs
- Exceptional communications skills – written, oral and telephone
- Organization, time management and attention to detail is essential

We Offer:

- Competitive wage (\$30.00-\$32.00/hr) based upon experience and work-life balance
- Team-based environment with frequent staff events
- HOOPP and Health & Dental Benefit package
- Annual performance-based bonus

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

3:00 PM CST on September 11th, 2026 to:

Elizabeth (Lisa) 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

The successful candidate will be required to obtain a Criminal Reference Check.

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

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