



## **On- Call Receptionist**

The successful candidate will be highly motivated, creative, flexible and organized.

### **Qualifications and Skills**

- Certification in Microsoft Office
- Excellent interpersonal and written skills
- Excellent telephone manner
- Ability to work independently and as part of a team
- Ability to create newsletters, poster, etc.

Please submit resumes and names of previous supervisors for reference to:

Jennie Walker, Health Director  
Three Corners Health Services Society  
150 North 1<sup>st</sup> Avenue  
Williams Lake, BC V2G 1Y8