



... is a neighbourhood based organization that operates a Community Health Centre in Cambridge, Ontario.

**Reception/Data Entry Clerk Summer Students
(8 Week Contract, 35 hours/Week)**

Langs is currently recruiting for Reception/Data Entry Clerk positions to support Main Reception, the Diabetes Education Program, and the Social Work & Health Guide Teams.

Qualifications:

- Must be aged 15-30 years
- Experience in customer service, data entry and analysis, and performing general administrative duties
- A background in health sciences, social services, or business administration would be an asset.
- Experience using Microsoft Office Suite (Word, Excel, Outlook etc.)
- Organized and possess excellent written and verbal communication skills
- Experience using PS Suites electronic medical record software a definite asset

Position Duties

- Perform reception, clerical and administrative support duties including processing medical referrals, booking appointments, answering and screening telephone calls, greeting patients, program participants and visitors to Langs.
- Be responsible for providing and collecting surveys and evaluation forms to patients.
- Work with admin staff to create databases to collect survey and evaluations data
- Contacting relevant patients to ensure up to date intake/demographic information
- Data entry of intake/demographic information
- Assist with preparing and formatting documents, spreadsheets forms and reports.
- Faxing and photocopying
- Assist with Langs special events
- Ensure privacy and confidentiality of all pertinent information.
- To provide COVID screening for visitors/patients
- Perform other duties as assigned.

Candidates for this position will have demonstrated problem solving, communication, interpersonal and time management skills and be proficient in the use of computers and software applications.

Please submit your resume by May 23, 2022

Due to the large volume of applications, only candidates selected for an interview will be contacted.

Langs, 1145 Concession Road, Cambridge, Ontario, N3H 4L5

Email: hr@langs.org or fax (519) 653-1285

Langs is an equal opportunity employer. Job applicants requiring accommodation to participate should contact Human Resources to communicate any accommodation needs.