



A Total Approach to Health and Wellness

Clinic Assistants are an essential part of our clinics' success, you are the first and last person a patient sees. Since this position is such an integral role within our company, below is what we need you to bring to this position.

Optimum Wellness Centres is your "One Stop Shop" for healthcare. We provide an integrated, multidisciplinary approach to healthcare with several clinics in Calgary, Airdrie, High River, Strathmore and Barrie, Ontario. Our highly trained practitioners work closely together to provide patients with the best opportunity to attain Optimum Wellness.

What We Are Looking For

- You believe in a paramedical and holistic approach to healing
- Demonstrates initiative and exceptional leadership qualities
- Strong work ethic, self-motivated and the ability to work independently with minimal supervision
- A strong team player and have a passion for life
- Positive energy and enthusiastic about working with others
- Ability to remain calm in challenging situations, with multiple and changing priorities or when last minute unexpected issues arise
- Ability to work in a team-based environment, and contribute to a positive work environment
- Demonstrated exceptional communication skills
- Excellent time management and organizational skills
- Committed to an excellent customer experience
- A hardworking multi-tasker and remarkable attention to detail
- You are technologically savvy and are comfortable learning new programs/procedures quickly, while using critical thinking skills and self-directed learning techniques

Qualifications

- 1 – 3 years clinic experience preferred
- Must have customer service skills
- Experience with WCB and MVA claims
- EMR experience preferred

Please forward your resume and cover letter to careers@optimumwellnesscentres.com