



Children's Therapy Collective – Receptionist/Admin Assistant Position(s)

Children's Therapy Collective is a multi-disciplinary private practice that offers physiotherapy, occupational therapy, speech-language pathology, counselling, massage therapy and tutoring for children and youth (0-21 years of age). We are seeking a dedicated and organized Receptionist/Administrative Assistant to join our team. This role is essential in ensuring smooth operations within our office, providing exceptional customer service, and supporting administrative tasks. The ideal candidate will possess strong communication skills, attention to detail, and a friendly presentation to create a welcoming environment for our clients.

Responsibilities

- Greet clients and families warmly, ensuring a positive first impression.
- Answer and respond to phone calls, e-mails and other inquiries.
- Schedule appointments and manage the calendar for clinicians.
- Provide administrative support to clinicians as required, including preparing necessary materials for client visits.
- Light cleaning and organization.
- Maintaining and ordering supplies.
- Receiving payment for services, completing third party billing.

Availability Requirements- Must be available from 2pm-8pm, 2-3 evenings per week (M-Th) and/or Saturday 9-2

Skills

- Proficient in using computer systems for data entry, billing and administrative tasks.
- Strong organizational skills with the ability to manage multiple tasks simultaneously.
- Excellent phone etiquette to handle patient inquiries professionally.
- Ability to work collaboratively within a team while also being self-motivated.
- Attention to detail

About Us:

Children's Therapy Collective is a dynamic and collaborative multidisciplinary practice dedicated to providing exceptional allied health services to children, youth, and their caregivers. We are a clinician-owned and operated organization that values fair compensation, a supportive work environment, professional development, and work-life balance. Based in Winnipeg, Manitoba, we extend our services across Manitoba and western Ontario, with a strong mission to make a positive and lasting impact on the lives of the children and families we serve.

To apply, please email your resume and a cover letter to info@childrenstherapycollective.com. Only selected candidates will be contacted for interviews. We embrace and value workplace diversity and encourage self-declaration from Indigenous peoples, racialized individuals, persons with disabilities, 2SLGBTQ+ individuals, and Newcomers.