
Medical Office Administrator

Hard working Medical Administrator/Office Manager needed for a busy family doctor's office.

Part-Time: 2-3 days a week

Pay Range: \$16-18/hr based on skills and experience

Skills and Job Requirements:

- Fast clerical skills, able to keep pace with high patient volume
- Ability to work under stress
- Meticulous and organized
- Polite and empathetic to patients and other staff
- Great communication skills and accuracy are mandatory
- Minimum of 4 years' experience required
- Accuro experience required
- OHIP billing experience required

Duties Include:

- Answering phone calls and emails
- Providing messages to patients
- Input data into Accuro
- Greeting patients
- Check patients' weight and height as needed or as directed by the doctor
- Check office supplies and inventory, order supplies and vaccines when needed
- Sanitizing room between patients
- Clean up of office at the end of the day
- Finish tasks on a daily basis

Interested applicants are asked to forward their cover letter and resume by email to marinabeshay82@hotmail.com or by fax at 705-252-8981

We thank all interested applicants, however only those selected for an interview will be contacted.

Notice: This job ad is posted on the Barrie and Community Family Health Team (BCFHT) website on behalf of a separate office, and all recruitment activities are independent from the BCFHT. Please direct applications and inquiries to the hiring office only.