



## Office Manager for a family practice affiliated with the FHO (Dr. Kelley Wright)

### Job Details

#### Position

Office Manager & Administrative Assistant

#### Salary

- Hourly position (based on experience)
- Mon – Thurs (8:30am – 4:00pm)
- Occasional Friday (9:00am – 12:00pm)
- Total of 30 hours per week

#### Qualifications

- Medical Office Administration certificate/diploma
- Administrative experience: 2 years (Preferred)
- Familiar with EMR system, Accuro (Preferred)
- Leadership experience (Preferred)

#### Full Job Description

We are looking for an office manager who takes pride in their work and can work independently and as a team. We are a busy family practice, and the successful candidate must demonstrate the ability to work in a fast-paced environment, multitask and work well under pressure.

#### The office manager will oversee all areas of the clinic including but not limited to:

- Assist the physician in day-to-day activities
  - Admin duties (faxing/scanning/phones/emails)
  - Prep clinic rooms for specific patient needs
  - Obtain height/weight/blood pressure for patients
  - Administration of routine immunizations
  - Assist with Diabetic Management appointments
- Oversee the schedule and ensure a well managed flow
- Assist with various projects and tasks assigned
- Office supply ordering (medical, office, immunizations, etc.)
- Work closely with outside parties (Health Unit, Wellness manager of Roberta Place Lodge, Pharmacies, other offices, and hospitals)
- Oversee the administration role and offer support as needed.

#### Characteristics of ideal applicant

- Tech-savvy
- Excellent communication skills (verbally and written)
- Self starter
- Organized
- Attention to detail
- Able to work in fast paced environment
- Able to multi-task

Interested and qualified candidates may send their application to [doctorkwright@gmail.com](mailto:doctorkwright@gmail.com)

***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.*