

## **Administrative/Operations Manager for Family Medicine Office with Residency Program**

### **Position Overview:**

This position will oversee the day-to-day operations of a dynamic family medicine office, including family medicine residency program in Barrie, Ontario.

This role involves coordinating patient and record workflows, managing office operations, OHIP billing and private billing processes, basic accounting, payroll, benefits management and supporting the professional growth and development of the administrative team.

### **Qualifications:**

- **Experience:** Minimum 3-5 years of experience in office management, preferably in a healthcare setting
- **Skills:**
  - Strong leadership and team-building skills.
  - Proficiency in medical billing systems (e.g., OHIP, private billing) and EMR platforms.
  - Proficient computer skills including Excel, Quickbooks.
  - Excellent organizational, communication, and problem-solving abilities
  - Knowledge of payroll and benefits administration.
  - Familiarity with modernization strategies and process improvement techniques.
  - Foster an inclusive and collaborative interprofessional relations
  - Empathetic conflict resolution

Interested applicants should forward their resume and cover letter via email:  
[barriefmtu@gmail.com](mailto:barriefmtu@gmail.com)

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.*