



Tavistock Community Health is a rural family physicians office located in Tavistock, ON looking for a permanent full-time office manager.

We are a full scope family practice office in a very collaborative and supportive environment with 4-5 physicians, 5 nurses and 4 support staff. Tavistock is located just 20 minutes from both Stratford and Kitchener. For more information please visit www.tchi.ca

Job Duties

- Manages the day-to-day operations of the medical office according to policies, procedures and programs.
- Conducts all hiring, orientation, training and development, performance management, discipline, recognition, terminations, etc. for office medical staff
- Prepare work schedules for medical office assistants and payroll
- Ensure that MOAs/staff follow office policies and supporting team members in their roles and responsibilities
- Act as a liaison with physicians and other staff
- Order/purchasing office supplies
- Scheduling medical students and residents.
- Communication with electronic medical records (EMR), internet, phone etc providers
- Assist with the development/modification and implementation of clinic policies
- Health and safety, including WHMIS

Skills and abilities

- Computer skills is essential, experience in electronic medical records and Office 365 is an asset
- Experience working in administration in a clinic/health care professional's office is an asset.
- Knowledge of administrative processes including client interfacing, managing invoicing and payments is an asset.
- Must have strong communication skills
- Must have excellent multitasking skills as well as strong interpersonal skills.
- Must be able to work effectively in a fast-paced environment.
- Must have strong memory skills as well as exceptional organizational skills
- Must be able to work independently and as part of team

Requirements:

Candidates for the position should have at least one year of experience being a clinic/office manager in a physician's office or medical clinic or a certificate/diploma in office management. We will also consider applicants who have worked for at least two years in a physician's office or medical clinic who have not held a manager position

Interested applicants can send resumes to tavistockcommunityhealth@gmail.com