

Bilingual (French/English) Medical Office Manager, Ottawa (Orleans)

Established practice (3 family doctors, approx. 4,000 patients, FHO/FHT) urgently seeking an administrator:

- Very fluent in French (especially conversation) and English
- Well organized, thorough, career-oriented
- 5 or more years of experience managing patients' issues, physicians' directions and consultations/referrals
- Post-secondary education commensurate with the position or greater than 5 years' experience
- Able to supervise 2 full-time receptionists/assistants
- Experience with EMR

This is a full-time, permanent position, Mondays to Fridays, salary from \$22 to \$25 an hour and benefits. Temporarily working from home and at the office (no physical interaction with patients, protected workstation and PPE).

For more information or to apply, please [visit the Indeed website](#) or email associatesmbd200@gmail.com.

Please apply by March 15, 2021.

Drs. M.B.D. Associates