



The Dawson Road Family Medical Clinic is hiring! We are a group of 21 physicians looking for an experienced, committed and dynamic manager for a full-time permanent Chief Operating Officer role. The Dawson Road Family Medical Clinic employs nursing and administrative staff, as well as works closely with a number of other allied health professionals, to provide excellent patient care.

Role:

- Responsible for managing the daily operations of a very busy medical clinic;
- Strong understanding of health and safety protocols and privacy laws;
- Responsible for hiring, scheduling, supporting and supervising administrative and medical support staff;
- Human resources experience is considered an asset, including a broad understanding of the Employment Standards Act;
- Maintain supplies, particularly for personal protective equipment;
- Negotiate leases and contracts with various vendors, and with the landlord;
- Build and maintain professional relationships with other healthcare professionals and organizations in the community;
- Accommodate the needs of a diverse group of physicians, administrative and nursing staff, as well as responding to the needs of the patients we serve;

Qualification:

- minimum one year post-secondary education
- minimum five years' experience in a similar role
- ability to motivate, organize and respond to employees of many different areas of expertise
- Expertise with business planning and formulating a budget
- Flexible and able to accommodate unexpected change
- Strong organizational skills

Dawson Road Family Medical Clinic is an equal opportunity employer. If any accommodations are needed for applicants during the selection process, please notify us.

Forward your resumes to humanresources@guelphft.com by December 14, 2020.

Only successful candidates will be contacted for an interview.