

Consult Kids Stratford (CKS) is seeking an office manager for their thriving practice. CKS is a group of 6 consulting paediatricians who provide consult-only care to the region.

Under the general supervision of the physicians, and reporting to the lead physician, the Medical Office Manager is responsible for overseeing the day-to-day operations of the site, including: staffing (hiring, training/development, etc.) and scheduling of staff, managing the site financials, IT troubleshooting and support, ensuring the office policies and procedures are followed, and holding all staff accountable to a patient-centred culture.

This position will manage a single site practice with hospital involvement to ensure quality patient care. The ideal candidate will possess medical office/practice management experience. Telus Practice Solutions Software (PSS) experience is preferred.

Resumes can be submitted to Janna DeWeerd j.deweerd@stratfordpaediatrics.ca

A full job description is available upon request.

We wish to thank you for your application; however, only suitable applicants will be contacted for an interview.