

## **Office Manager**

**North Dundas Medical Clinic**

**North Dundas Medical Clinic in Winchester, ON Full-time, Permanent**

Please send Megan your resume if you are interested at [ndmcmman@outlook.com](mailto:ndmcmman@outlook.com)

### **Job type**

**Full time permanent**

### **Position Profile**

The North Dundas Medical Clinic Office Manager supervises, directs and coordinates the daily operations of the medical practice. Under the direction of the North Dundas Medical Clinic Physician Group, the Office Manager ensures that the personnel provide an efficient, patient centered service to all of its clients. In addition to operational management, the Office Manager contributes to the strategic mandate of the clinic by modernizing the clinic's approach to patient care services within the North Dundas community.

### **General Duties and Responsibilities**

- Clinic Operations
- Finance
- Human Resources
- Information and Technology
- Strategic Planning and Quality Improvement · Supervision of up to 12 direct reports.

### **Qualifications**

- Previous experience supervising or managing a team of more than 3 individuals · General understanding of labour law in Ontario
- Demonstrated proficiency in small business management
- Excellent problem solving and interpersonal skills
- Intermediate or advanced digital competencies
- Exceptional communication skills

## **Assets**

- Previous experience in a related field (*medical, dental, veterinary, etc.*)
- Ability to speak and write in French
- Previous experience in quality management or quality improvement · Knowledge of universal medical insurance billing, such as *OHIP*
- Familiarity with Electronic Medical Records
  
- Diploma or degree in commerce or human resource management

## **Salary**

The incumbent will be remunerated as per a 5-level hourly salary grid ranging from \$33.32-39.24

## **Submit your application**

If you are interested in applying for this position, please forward your CV and letter of interest electronically . Only candidates who are selected for interviews will be contacted. The selection process will remain open until the position is filled.

Job Types: Full-time, Permanent Salary: \$33.32-39.24 per hour

Schedule:  
8 hour shift

Virtual: No

Benefits: Available

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