

## **Office Manager**

Arbutus Family Medicine is currently looking to hire an Office Manager to join our busy 6 Physician office located in the Broadmead area. At Arbutus Family Medicine our goal is to create the BEST workplace while providing the BEST care to our patients. Will train the right candidate. The Office Manager will also become a member of the South Island Division of Family Practice, Clinic Managers Group. Being a part of this group will provide further supports and networking with other Clinic Managers

### **Attributes**

- Excellent interpersonal and leadership skills especially the ability to work with medical staff and the Doctors of BC
- Excellent oral and written communication skills.
- Ability to work independently and to maintain strict confidentiality.
- Ability to complete multiple tasks, prioritize and meet deadlines.
- Demonstrated ability to give and take direction.

### **Responsibilities**

Carries out several aspects of the administration, including:

- Finance oversight, assisting the doctors in maintaining a monthly overhead budget, financial reporting, banking, cash flow etc.
- Serving as the main point of contact between the MOAs and Medical Director for matters pertaining to pay, benefits and hours worked, and making HR decisions in accordance with policies established by the doctors, ensuring and maintaining HR files in compliance with regulatory bodies (ie: employment standards, labor relations, worksafebc etc.)
- Coordinating staff and new doctor recruitment, orientation and training activities
- Grant Support - support for all sources of clinic funding
- Maintain employee human resource files, including employment agreements and office sharing agreements for physicians
- Develop resources and new operational procedures and processes as required
- Oversee MSP billing submissions and reconcile remittance
- Accounting to include reports, payroll, A/P and A/R
- Provide advice to the doctors on finance, human resources and other administrative matters
- Maintain clinic website and quarterly newsletters
- Create and maintain Physicians schedules in EMR
- Secure vendors and suppliers – negotiate contracts
- Other related duties as required