

## **SELKIRK MEDICAL GROUP**

### **JOB POSTING – MEDICAL OFFICE MANAGER – FULL TIME POSITION**

The Selkirk Medical Group is a physician owned family practice medical clinic located in Revelstoke, BC. Our team of 15 affiliated physicians and 20 staff provide comprehensive, patient centered primary care services to our community.

We seek a motivated and dynamic individual to fill the position of Office Manager. The successful applicant will find themselves in a challenging and rewarding career, in a supportive team environment. Working closely with both physicians and staff, the Office Manager will have the opportunity to meaningfully impact the delivery of healthcare in Revelstoke. As they become acquainted with the role, there will be increasing opportunity to influence and guide the vision, direction, and development of our clinic.

#### **DUTIES AND RESPONSIBILITIES**

The Office Manager reports directly to the Managing Physician and Physician Associates. As a leader and a liaison between physicians and staff, the Office Manager will be responsible for overall management of the business. These responsibilities include all matters related to finance, human resources, information technology integration, and clinic operations. The Office Manager will act in accordance with relevant legislation, professional standards, and clinic policies and procedures.

#### **QUALIFICATIONS**

The preferred candidate should have completed a degree or diploma in a relevant business or health care management program. They should have a minimum of five years experience in a management or leadership role. Preference will be given to a candidate with experience in health care.

The candidate must demonstrate strong organizational, communication, and problem-solving skills. A strong background in human resource management is considered essential.

Proficiency with Microsoft Office and experience with accounting software is required. Experience with scheduling, billing and/or electronic medical record software would be an asset.

Compensation will be dependent upon the candidate's qualifications and experience.

The closing date for this position is October 16, 2020. The successful candidate must be available to start on January 18, 2021.

Resumes should be submitted by email to [smg\\_terry@selkirkmedicalgroup.ca](mailto:smg_terry@selkirkmedicalgroup.ca) or in person to the attention of Terry Marshall, 201-101 First St W. Revelstoke BC V0E 2S0. Please have references available if requested.