

CLINIC ADMINISTRATOR IN LETHBRIDGE, ALBERTA

THE CLINIC:

A Family Practice Clinic of 15 physicians and 30 ancillary staff, located in Lethbridge, Alberta, is seeking a replacement to the incumbent who will be retiring on December 31, 2017, after 25 years of service in the Clinic.

POSITION:

The Administrator is responsible for the administration of all Clinic organizational programs and policies, including management, financial, computerization, human resources and support services. Reports to the Clinic Executive.

QUALIFICATIONS:

Qualifications for this position include a relevant post-secondary education or professional designation along with a proven background in Health Administration or five to ten years equivalent management experience. Specifically, the position requires strong leadership skills with the ability to interact at all levels of Partnership-Doctors-Staff-Patients and the general public. Accounting and computer skills are mandatory.

SALARY & BENEFITS:

This is an excellent opportunity to build your career accomplishments in an attractive University city of 97,000.

If you have the qualifications for this challenging position, you are invited to forward your resume, in confidence, to:

KPMG

Attention: Bonnie Macpherson

500 400 4th Avenue South

Lethbridge, Alberta

T1J 4E1

Email: bmacpherson@kpmg.ca