



[www.EliteSportsMedicine.ca](http://www.EliteSportsMedicine.ca)

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## OFFICE MANAGER NEEDED

ELITE SPORTS MEDICINE is currently seeking a full-time Office Manager to provide ongoing support for patients and allied health care providers. Ideally this position will provide support at the front desk as well as manage day-to-day office affairs as needed. The Office Manager plays a central role in all aspects of the clinic - we are looking for someone organized and professional, as well as dynamic and fearless in engaging and problem-solving through the day-to-day challenges of clinic management.

Working with the other front desk admins, the successful candidate will facilitate all incoming and outgoing patient communication, appointment scheduling, billing and payments, and provide support to all allied health care providers and their assistants. Additional responsibilities would include Accounts Receivable, Accounts Payable, ordering supplies and materials, managing vendor contracts, and various other administrative tasks.

The successful candidate will have the following qualifications:

- proven customer service, organizational, and time management skills
- strong written and verbal communication skills, including typing and telephone courtesy
- ability to work independently and as part of a team in a fast-paced environment while remaining positive and professional
- ability to establish and maintain effective working relationships with patients, staff and the general public

Preference will be given to candidates with previous experience in an allied health provider clinic environment, with direct billing and extended health insurance billing experience, familiarity with the Jane EMR system, and previous clinic management experience.

ELITE SPORTS MEDICINE is a multidisciplinary clinic offering a full range of physiotherapy, massage therapy and chiropractic care. We foster an environment of mutual respect, collegiality, and open communication among all team members. We deliver up-to-date rehabilitation services using a collaborative approach and strive for excellent access through progressive use of resources. We are excited to welcome a new member to our team to provide the best possible services to our solid and growing customer base. We are looking for someone proficient and professional, enthusiastic and engaging.

Please submit a short cover letter (including wage expectations) and resume via email to [elitesportsmedclinic@gmail.com](mailto:elitesportsmedclinic@gmail.com). This competition will remain open until a suitable candidate is found. We thank all candidates for their interest - only those selected to progress in the hiring process will be contacted.