



Summary:

Ridge View Health and Performance is a new multi-disciplinary, physiotherapy-lead clinic in Port Alberni. Our goal is to provide high quality, patient-centered healthcare to our community. We strive to create a welcoming and motivating environment and support our patients to reach their health and performance goals!

We are looking for an enthusiastic administrative assistant to join our growing team! This individual will be the first point of communication for our patients and develop a strong understanding of the treatment provided by multiple healthcare disciplines. Although a set schedule will be provided, the ideal candidate can work in either the morning or evening. Promotion to the position of office manager, with full time hours, is possible for a motivated individual.

Hours	34 per week, weekdays only
Wage	Based on skills and experience
Benefits	After 3 months
Start Date	Mid-December 2022

Duties and Responsibilities:

Patient Experience:

- New patient welcome and orientation
- Interaction with patients before and after appointments
- Booking appointments using Jane App Software
- Providing patients with a simple and comfortable clinic experience

Administration:

- Management of appointments/schedules for all team members
- Processing billings
- Completing administrative paperwork
- Monitoring email inquiries
- Ordering and restocking supplies

Skills and Qualifications:

- Able to work independently, in a team environment
- Strong organizational skills with an ability to prioritize multiple tasks efficiently
- Exceptional written and verbal communication skills
- Prior experience in healthcare administration and/or customer service
- Competency with Microsoft Office, Mac and PC operating systems
- Understanding of basic bookkeeping concepts

Closing Date: October 31, 2022

Applications: Please send a resume and cover letter to sashavisona@gmail.com.