



# Now Hiring

## Full Time Office Manager Position

Port Alberni Physiotherapy Clinic is looking for a full time clinic manager to join our team. We are a locally owned company who strives upon great customer service and high quality care. We currently have a very dynamic and collaborative team including 2 administrative assistants, 5 Physiotherapists and a Kinesiologist.

### **Job responsibilities:**

Work diligently to ensure the needs of the clinic and the staff are met by:

- Handling the day-to-day administration of the clinic. This includes answering phones, booking appointments, billings, faxing and responding to emails
- Working with fellow team members and senior management to ensure the office adheres to the best practices and standards
- Serving as a point of contact for phone calls and other correspondence with insurance providers.
- Overseeing admin staff and lead monthly staff meetings
- Light cleaning

### **Work hours:**

Monday 8.30-5pm

Tuesday 9-7pm

Wednesday 8.30-5pm

Thursday 9-7pm

Total: 37 hrs per week

Start date asap

4445 Gertrude St, Port Alberni, BC, V9Y 6J7

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### **Skills and Experience:**

- 3+ years as Administration Assistant or equivalent office experience required.
- Office management experience preferred but not required
- Computer savvy
- Ability to navigate booking software and other online forms of software
- Strong organizational skills and the ability to multitask in a fast paced environment
- Excellent customer service skills

### **Contact:**

Please send applications to [janecruttenden@hotmail.com](mailto:janecruttenden@hotmail.com)