



Health Clinic Administrator / Receptionist Position

We are actively looking to hire a full-time **Clinic Administrator/Receptionist** to join our expanding multidisciplinary health team! This candidate will keep the clinic running smoothly with high quality patient-care while performing a variety of business-related tasks.

Clinic Overview:

ProActive Athletic Therapy is a rapidly expanding multidisciplinary health clinic in one of the fastest growing municipalities in Eastern Ontario. We provide professional and personalized health care for all individuals and athletes that wish to improve their functional daily activity, work or sport performance, and quality of life. We currently offer, but are not limited to, massage therapy, athletic therapy and osteopathy services.

Core Responsibilities:

- Answers the phone, schedules appointments and process payments, invoices and expenses.
- Filing and organizing charts.
- Manages clinic inventory, daily accounting, third party payers and other administrative tasks, tracking and overseeing monthly operational reports, laundry duties.
- Ensures all therapists' medical and doctor's reports are completed accurately and sent out in a timely manner.
- Addresses patients' concerns in a professional, positive and efficient manner.
- Assist and provides support to the owner and clinic's health practitioners to ensure the highest quality patient care.
- Ensures adequate training and orientation of new practitioners and employees.
- Maintains, develops and upholds adherence to clinic policies and procedures including workplace safety policies.

Terms of employment: Full – time hours (35-40-hour week)

Salary: \$15.00 - \$17.00 / hour

Required skills and qualities:

- Excellent communication and interpersonal skills
- Must be well-organized, with the ability to multi-task quickly and efficiently while under pressure.
- Self-motivation, reliability, have a great personality, and a good memory.
- Must demonstrate initiative, reliability and dependability.
- Must be willing to work day and early evening hours
- Ability to work well in a team and without supervision
- Exceptional time management, decision-making, problem-solving skills
- Excellent writing skills
- Solid competency with computer skills; social media, Word, Excel

Please send your cover letter and resume to Valerie Beaulieu via email at: vmbeaulieu@yahoo.com

Only qualified candidates will be contacted for an interview. Thank you for your application.

130 Lansdowne Ave. Unit #9, Carleton Place, ON K7C 2T7

www.proactiveathletictherapy.com