



GET BACK TO YOUR ACTIVE LIFE!

April 1, 2022

Job Title: Office Manager

Position: Full-time, permanent

Starting Salary: \$45,000-\$50,000 per year

Active Approach Health & Wellness Centre has operated as a busy multi-disciplinary health clinic in Halifax for the past 15 years. We offer patients a variety of therapeutic options to help patients achieve a healthy and active lifestyle. Sports injuries, chronic pain, headaches, and low back/neck pain are a few of the common conditions we diagnose and treat. Our therapeutic approach is proactive and tailored to each and every patient's specific needs. Our teams of chiropractors, physiotherapists, massage therapists, and doctors of naturopathic medicine employ various hands-on techniques and therapeutic treatment options to ultimately help patients achieve their health goals quickly and with minimized risk of recurrence.

We are looking for an enthusiastic, independent and driven person to join our team as the **office manager** to oversee the daily operations of the clinic and represent the practice with a professional, friendly demeanour. The position requires the ability to provide leadership, communicate effectively with patients, administration staff, and the team of practitioners, and to problem solve in a fast-paced work environment. Responsibilities include management of staff roles/responsibilities, staff hiring, management of daily/weekly/monthly business operations, business development projects and sales/billing reporting. Hours are Monday through Friday between 7 and 8 hours per day, for a total of approximately 38+ hours per week. Extended health benefits are offered. **Underground parking** is included. This is a critical leadership role within the practice as you are the primary resource for all administrative staff and healthcare providers. A very dependable, detail-oriented, and assertive personality will thrive in this role. We are looking for someone seeking long-term stability with the practice with growth opportunity into a regional management position with clinic expansion across Nova Scotia. Full training is provided and the position starts in **ASAP**.

Skills and Experience Required:

- Excellent and friendly interpersonal communication skills are essential
- Excellent computer skills (Office 365, Google Drive, and Practice Management software an asset)
- Ability to multi-task in a fast-paced, team environment
- Experience in management is required, and healthcare management (particularly in a private clinical setting) is an asset

- Ability to work well with others, manage staff and support practitioners' administrative and operational needs
- Previous experience working in a healthcare clinic (medical, physiotherapy, chiropractic, dentistry, etc.) would be an asset

Job Description:

- Management of daily/weekly/monthly administrative and operational processes
- Management of administrative team and daily administrative tasks
- Processing patient payments, batch deposits, day-end reporting
- Submitting online insurance claims and correspondence with insurance companies
- Managing and communicating with patients/insurance companies on account receivables
- Understanding and clearly explaining our services to potential patients
- Management of office supplies, equipment, and inventory
- Administrative projects (reporting, letters, marketing, social media content) under clinic director guidance
- Coordinate clinic meetings, clinical rounds and staff team-building events
- Business development initiatives - stakeholder engagement and networking
- Covering reception duties on staff breaks/vacation – appointment booking, billings, phone requests, electronic filing, practitioner schedule management

Please apply with resume **by email** to **Dr. Richard Thompson - careers@activeapproach.ca**