**Join Our Team at [Clinic Name]!**

At [Clinic Name], our dedicated team plays a vital role in our patients' healthcare journey. We are committed to providing an exceptional experience for every patient. If you thrive in a fast-paced environment, have a passion for healthcare, and enjoy collaborating in a team setting, we’d love to have you on board!

**The Opportunity:**

[Physician Name/Clinic Name], located in [city], NB, is seeking a [Part-Time/Full-Time] Medical Office Administrator to join their team.

This opportunity is meant for an individual who has experience working as an office administrator within a health care setting. If you consider yourself to be [a strong communicator who is organized and compassionate, and you are an innovative person who loves taking iniative], this may be the perfect opportunity for you!

**Key Responsibilities, as required/applicable:**

* Coordinates patient care through the clinic: checking in, prepping, escorting to exam rooms, and preparing exam rooms for the next patient.
* Ensures exam rooms are stocked appropriately.
* Answers inquiries by phone and in person in a helpful, respectful and efficient manner.
* Manages and maintains appointment schedule.
* Manages incoming/outgoing communications.
* Maintains electronic medical records via EMR software.
* Processes faxes electronically.
* Ensures patient confidentiality.
* Performs billing procedures.
* Orders and receives office and medical supplies.
* Prepares and processes clinic mail.
* Performs all other related administrative tasks or special tasks.

**Schedule & Location:**

* The medical office administrator position requires availability to work on-site from [Monday to Friday, 8 hours/day (excluding evenings, weekends, and STAT holidays)].
* The clinic is located at [address].

**Qualifications:**

* Proficiency with a computer (including using the internet, electronic medical record system, and MS Office software).
* Demonstrates excellent documentation skills and attention to detail.
* Strong communication and conflict resolution skills.
* Strong interpersonal skills.
* Exhibit compassion and patience.
* Self-motivated individual who has the ability to work independently and as a team.
* Contribute to a culture of continuous improvement by fostering a mindset of innovation, problem solving, and excellence.
* Ability to maintain a high regard for confidentialy and advocacy for patients.
* Ability to multi-task and work in a fast-paced environment.
* Proficiency in English is required, proficiency in French is considered a strong an asset.

**Experience/Education:**

* 2+ years of experience as a medical office admin within a medical environment is an asset.
* Medical office admin diploma (or equivalent) is an asset.
* Familiarity with medical terminology.
* General knowledge of the New Brunswick medical system is an asset.

**Why you should absolutely join our team:**

Apply for a fantastic opportunity to join a positive team work environment where you will benefit from:

* A professional, positive, and inclusive work environment that strives to promote wellness.
* A competitive salary.
* Vacation (flexible, not pre-determined).
* Paid sick/personal days.
* Health & Wellness Program.
* Additional paid time off between Christmas and New Years.
* No evenings and weekends.
* Office closed on all STAT holidays.
* Free parking.
* Annual performance review with potential for yearly increase or bonus.

**Start Date:** [Add date]

**Application deadline:** [Add date]