**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] [Position Title] to join their team.

This opportunity is meant for an individual who has experience working as an [Position Title] 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:**

* Serves as the main point of contact between the MOAs and physicians for matters pertaining to pay, benefits and hours worked, and making HR decisions in accordance with policies established by the physicians.
* Providing advice to the physicians on finance, human resources and other administrative matters.
* Maintains electronic medical records via EMR software.
* Ensures patient confidentiality.
* Performs all other related administrative tasks or special tasks.
* Coordinating performance review process for MOAs.
* Maintaining employee human resource files and ensuring compliance with applicable human resource laws.
* Management of staff hours and vacation schedules.
* Coordinating staff and new physician recruitment, orientation and training activities.
* Other related duties as required.

**Schedule & Location:**

* The [Position Title] 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.
* Processes strong communication and interpersonal skills.
* Ability to identify problems and demonstrate resourcefulness and creativity with conflict resolution skills.
* Encourages open exchange of information and ideas.
* Exhibit compassion and patience.
* Self-motivated individual who has the ability to work independently and as a team.
* Contribute to a positive culture of continuous improvement by fostering a mindset of innovation, problem solving, and excellence.
* Able to set goals, create, and implement action plans, monitor progress towards goals and the process and results.
* Knowledge of labour relations issues, including full cycle recruitment, performance management, strategic HR functions, and leading a diverse team of employees.
* 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 [Position Title] within a medical specialty is an asset.
* [Add Education] (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 promotes 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]