

Moss Rock Medical
1282 Fairfield Road, Victoria BC V8V 4W3
medical.director@mossrockmedical.ca

Hiring: Office Manager / Senior Medical Office Assistant

Job description

We are seeking a detail-oriented Office Manager with Medical Office Assistant experience to join our healthcare team. The ideal candidate will provide administrative support in a medical office setting, ensuring smooth operations and excellent patient care.

Duties

- Assist with supervising office staff and delegating tasks effectively
- Manage payroll and maintain accurate records
- Coordinate vendor relationships and manage office supplies inventory
- Organize and maintain patient files and medical records
- Provide administrative support including scheduling appointments, answering phones, and handling correspondence
- Assist in training development for new office staff
- Proficient in using office software, phone systems, and electronic medical records
- Assist in budgeting and financial record-keeping

Experience

- Proven experience working in a medical office setting is preferred
- Experience with Med Access EMR system preferred
- Familiarity with medical terminology and procedures is a plus
- Strong organizational skills with attention to detail
- Excellent communication and interpersonal abilities
- Ability to multitask and work efficiently in a fast-paced environment

Job Type: Full-time, Permanent position

Pay: \$25.00-\$30.00 per hour

Expected hours: 37.5 per week

Benefits, Extended health care

Schedule, Monday to Friday

Work Location, In person