*Disclaimer:*

*This document is provided as an example only and is intended as a starting point for physicians to engage in discussions with their clinic partners and professional advisors (including legal and financial experts) to develop hiring resources specific to physicians’ individual needs and preferences.*

*These examples do not constitute the provision of professional advice. Doctors of BC does not provide legal or financial advice to members and is not liable in any way for use of its general informational resources. Members are encouraged to obtain professional legal and/or financial advice whenever changing their business model, including through the establishment of new positions and the process of hiring staff. Professional legal and financial advisors can support you in knowing and complying with the range of applicable laws, policies, guidelines and regulatory requirements governing your practice and your rights and responsibilities as an employer.*

**Office Manager Job Description**

|  |  |
| --- | --- |
| Job Title | Office Manager |
| Reporting to | [Insert reporting Clinic Owner or Medical Director name/title] |
| Family practice | [Insert practice name] |
| Location | [Insert practice location] |

*[Physicians encouraged to add or remove duties and responsibilities, additional qualifications & skills and abilities that apply directly to their clinic needs]*

**Job Summary:**

The Office Manager works directly with clinic staff and additional members of a health care team. The Office Manager is responsible for providing \_\_\_\_\_\_\_\_ services.

**Duties and Responsibilities:**

* Finance including payroll, bookkeeping oversight, assisting the doctors in developing and maintaining a budget, financial reporting, banking, cash flow etc.
* Serving as the main point of contact between the MOAs and doctors for matters pertaining to pay, benefits and hours worked, and making HR decisions in accordance with policies established by the doctors.
* Coordinating performance review process for MOAs.
* Coordinating staff and new doctor recruitment, orientation and training activities.
* Recommending, planning, and implementing pay structure revisions.
* Ensuring compliance with applicable human resource laws.
* Maintaining employee human resource files.
* Developing, recommending approval and maintaining staff hours and vacation schedules.
* Providing advice to the doctors on finance, human resources and other administrative matters.
* Other related duties as required.

**Qualifications:**

* Have successfully completed [Insert require education]
* Preferably [Years of experience required] of recent related experience, knowledge of available programs and services including their interrelationships, and their function in delivering care in the community, or an equivalent combination of education, training, and experience.
* [add additional certifications]

**Skills and Abilities:**

* Demonstrate clinical competence. (if necessary)
* Work effectively as part of a multidisciplinary team and with patients and their caregivers/families.
* Intervene in crisis or difficult situations. Demonstrate conflict resolution, critical thinking, and problem-solving skills.
* Utilize sound judgment, good observation and assessment skills, tact, and empathy. Fact-find and seek out information and/or resources.
* Organize and prioritize work, service needs and delivery of service.
* Maintain a commitment to continuing professional development as required by the employer.
* Communicate effectively, both verbally and in writing.
* Promote positive change.
* Foster and promote good public relations.
* Operate related equipment, including computers.
* Physically and emotionally able to carry out the duties of the position.

**Contact Information:**

**Please contact\_\_\_\_\_\_\_\_\_\_\_\_ for more information or questions regarding this job description.**

**Please submit resume and cover letter to \_\_\_\_\_\_\_\_\_\_\_\_\_**

page5image10987264