



Part Time Office Manager 20 hours per week

Quinte Midwives is looking for a dynamic and enthusiastic individual to fill the part-time position of Office Manager starting October 1st, 2020. We are a busy midwifery practice based in Belleville providing care to the Quinte Region. Pay range \$23-\$25 per hour, commensurate with experience.

Responsibilities:

- Manage clinic support staff and contractors
- Implement and monitor office policy and procedures to ensure smooth running of the clinic
- Financial duties regarding budgeting, billing, monthly expenditures, and forecasting
- Chair and document weekly practice meetings and ensure tasks are completed on time
- Provide holiday coverage for Client Care Coordinator
- Ordering/purchasing
- Maintain and update Quinte Midwives web page and other social media outlets
- Clinic liaison with schools, hospitals, and other community organizations
- Manage the maintenance of the clinic itself
- Project management on an ad hoc basis

Qualifications:

- Previous office management experience, preferably in a health care environment
- Excellent knowledge of computer systems and their application including Microsoft Office. Electronic Medical Records experience would be an asset.
- Experience with managing budgets and finances
- Experience with policy development
- Diploma or Degree in Business Administration or related program

Indigenous, BIPOC and/or LGBTQ+ people are especially encouraged to apply.

Applications to be submitted no later than September 15th, 2020.

Only candidates selected for an interview will be contacted.

Please forward your resume to:

Quinte Midwives
11 Victoria Avenue
Belleville, ON K8N 1Z5
Fax: 613-771-0200
Email: lynda@quintemidwives.ca