

**JOB POSTING DETAILS**

<b>Employer</b>	Radiance Physiotherapy	<b>Job Type</b>	RI
<b>Job Title</b>	Office Administrator	<b>Duration</b>	Full Time
<b>Job ID</b>	11371	<b>Location</b>	Sault Ste. Marie
<b>Date Posted</b>	September 2, 2021	<b>Closing Date</b>	September 17, 2021

**Job Overview - Description & Duties**

Are you friendly, courteous and professional? Would you like to be part of a new female-owned physiotherapy clinic opening in Sault Ste. Marie, Ontario?

Radiance Physiotherapy is looking for a full time Office Administrator to join our team of dedicated healthcare providers.

**Your Responsibilities**

Greeting and welcoming patients and visitors  
 General reception duties, including answering phone and email inquiries  
 Scheduling appointments  
 Helping with patient needs, including follow-up calls and with clinic visits  
 Coordinating schedules and patient coverage with clinicians  
 Coordinating and receiving client payments, including insurance billing  
 Administering online scheduling and billing software (Jane)  
 Assisting with managing clinic inventories, ordering of supplies and equipment  
 Maintaining client confidentiality at all times  
 Ensuring treatment rooms and office space areas are clean and tidy

Hours of work: Typically, 8:30am to 4:30pm Monday to Friday.

Start Date: September 27th for training, with an official opening October 4th.

Salary: The salary for this opportunity is dependent on experience and skill set.

**Required Skills****Your Background and Skills**

Previous clinical administration experience, preferably in a physiotherapy clinic or healthcare setting is preferred  
 Experience delivering exceptional customer service  
 A positive disposition with excellent communication skills, both written and verbal  
 An ability to handle multiple tasks, with shifting priorities  
 Exceptional interpersonal skills and a collaborative work style  
 Versatility and proficiency with a wide variety of computer applications (Jane Scheduling, Microsoft Office, Social Media, etc.)

**Other Requirements**

NA

**How to Apply**

Email your cover letter and resume to [megan@radiancephysiotherapy.ca](mailto:megan@radiancephysiotherapy.ca)