

# PURE LIFESTYLE

## CLINIC OFFICE MANAGER

Pure Lifestyle is a rapidly growing collaborative healthcare company, that utilizes an integrative approach to provide superior patient care. Our focus encompasses a wide range of services, including Fitness and Sport Science, Physiotherapy, Allied Health Services, and Medicine.

Our employees are passionate about what they do and are committed to helping Pure Lifestyle revolutionize the approach to personal healthcare. Our organization is built upon our shared core values which consist of creating a caring workplace, utilizing a team approach, placing our clients first, and encouraging our staff to pursue their own excellence.

Pure Lifestyle is currently seeking an enthusiastic, experienced and highly motivated person to join our team and help manage our medical practice.

### Duties and responsibilities:

- Interviewing, hiring, retention, scheduling, and performance reviews of staff working in your team.
- Helping with the recruitment and retainment of physicians and all allied health professionals.
- Managing business operations, accounts receivable and accounts payable
- Designing and implementing internal procedures to maximize teamwork and efficiencies.
- Regularly assessing office productivity to adjust procedures as needed. Focusing on maximizing productivity and encouraging an atmosphere of open communication.
- Coordinating with the CEO on special projects.
- Managing clinic stock and ordering medical and office supply.

- Arrange cleaning staff and emergency maintenance services, as necessary.
- Oversee billing, coding, and collections under the guidance of our financial department.
- Basic IT troubleshooting, with the ability to work with our remote IT solutions team if needed.
- Operating within the clinic budget and financial guidelines set by senior management.
- Management of complaints or other day-to-day issues as they arise.

The chosen candidate will also be expected to assist with the duties of an Administrative Assistant, including:

- Submitting claims to Manitoba Health, private insurance, WCB, MPI, and more.
- Developing positive and professional relationships with patients.
- Generating inventory records.

Qualifications and Skills:

- Office manager OR administrative assistant experience in the health care industry for at least one year.
- Ability to multi-task and willingness to take ownership of several clinic responsibilities.
- Microsoft office competency.
- Ability to maintain a positive attitude and be a team player.

What We Offer:

- 40 hours per week (Monday-Friday)
- Complimentary gym use
- Benefits package and Health Spending Account after probation period
- Phone allowance
- Competitive salary

*To apply, please send resume to [Blake@purewinnipeg.com](mailto:Blake@purewinnipeg.com) & [Katie@purewinnipeg.com](mailto:Katie@purewinnipeg.com)*