

Midwives Grey Bruce

Is seeking to hire a Full Time **Practice Administrator**

Candidate must be a professional leader, energetic, organized and efficient.

Primary responsibilities and Required Skill Set:

- ☺ Establish and maintain professional relationships with clients, staff, partners, Ministry of Health and other health care providers.
- ☺ Management of an additional administrative receptionist as well as administrative support to busy midwives and students.
- ☺ Must be competent in Microsoft Word, Excel and Sage 50 Accounting software.
- ☺ Experience in data collection, book keeping, accounting and managing finances.
- ☺ Ability to prepare monthly invoices to the Ministry of Health and yearly budget preparations.
- ☺ Ability to multi-task maintaining accuracy, efficiency and composure.
- ☺ Ability to improve skills and adapt to new processes.
- ☺ Ability to maintain confidentiality and privacy of all client health information.

Interested candidates should submit a resume to mdmkryz@gmail.com by July 10th/17.

Selected candidates will receive notification of interview process via email.