

Join the PhysioHouse Team! Hiring Office Managers to grow with us!

We are hiring! PhysioHouse is a growing physiotherapist owned and operated company in Eastern Ontario with clinics in **Trenton, Belleville** and **Colborne**. We offer a multidisciplinary approach to healthcare and strive to not only get patients better, but also to have fun doing it.

We are looking for:

- Experienced **Office Managers**
- Strong interpersonal/social skills
- Exceptional customer service skills
- Individuals who can take initiative by performing all duties with enthusiasm and professionalism in a fast-paced environment
- High degree of organization skills with a very strong attention to detail
- Superior computer skills
- Office Managers who work well with others in a multidisciplinary setting

We offer:

- Great company culture
- Never work weekends!
- Part-time & Full-time opportunities

As a team member, you will work under the Operations Administrator to ensure the efficient, professional and organized operation of the clinic office. You take initiative to ensure the clinic is running seamlessly. Often, you are the first point of contact and represent PhysioHouse with a friendly, enthusiastic attitude and always maintain professionalism. This position includes using electronic medical record files to perform duties such as, booking appointments, receiving payment, processing claims, accurate intake of patient data, record keeping and answering phones/messages.

To apply, discuss opportunities, or ask questions feel free to contact us at info@physiohouse.ca
