

Front Office Assistant & Admin Position

Are YOU The Motivated and Dynamic Clinic Administrator We Are Looking For?

Are you an individual that would love to work in and be the face of a vibrant and growing Chiropractic Wellness practice? Then this could be your dream role!

If you have a passion for keeping a clinic running smoothly and efficiently with high quality patient care, performing a variety of administrative related tasks, and you are skilled in interpersonal relationships, a quick learner, then you might just be the person we are looking for.

This is an AMAZING OPPORTUNITY
please read to the end and click this link
www.fullpotentialchiro.com/clinic-administrator/ for more info.

We are a group of super successful Chiropractic Wellness clinics in and around Calgary. We are known for delivering exceptional and personalized chiropractic care that helps people of all ages reach their optimal functional ability and quality of life!

We've got extremely exciting opportunities for part-time or full-time Front Office Assistants to join our 32 strong, (and growing) team of champions.

Please ONLY apply to this position if YOU are an A Player wishing to excel daily in a high energy team.

About you

- ✓ You are smart, efficient and confident.
- ✓ You have great emotional intelligence.
- ✓ You are extremely accountable for your outcomes.

- ✓ You have great analytical and strategic thinking.
- ✓ You have excellent writing skills.
- ✓ You demonstrate initiative, reliability and dependability.
- ✓ You have exceptional multi-tasking, time management and organizational skills.
- ✓ You thrive on personal development. You know that value of coaching.
- ✓ You have great ability and enjoy working in a team environment, independently and with customer service.
- ✓ You demand excellence of yourself and thrive on feedback.
- ✓ You are energized and create energy.
- ✓ You are result-focused and drive yourself to get the best results.
- ✓ You are a fast learner and want to grow!
- ✓ You have great listening skills.
- ✓ You are resilient and adaptable.

APPLICATION INSTRUCTIONS

Click this link to learn more and apply:

www.fullpotentialchiro.com/clinic-administrator/

DUTIES AND RESPONSIBILITIES

Thinking this role was tailor-made for you? The right applicant will be able to:

Customer Service

- ✓ Representing our clinic by embodying our core values
- Receiving and directing patients
- ✓ Answering phone calls, emails and text messages
- ✓ Scheduling appointments
- ✓ Processing and collecting payments, insurance billing
- ✓ Addressing patient's concerns
- ✓ Patient follow up and recalls
- ✓ Administrative and operational duties
- ✓ Organizing patient electronic health records
- ✓ Keeping clinic organized and tidy

Admin Responsibilities may also include:

- ✓ Tracking and recording clinic's KPI's, sending weekly and monthly operational reports to manager
- ✓ Processing and sending medical reports
- ✓ Develop new clinic policies and procedures, updating procedural manual
- ✓ Efficiently using booking and projects/tasks software
- ✓ Team Support/Coordinator
- ✓ Assisting manager and healthcare providers with tasks related to excellent patient care and smooth daily operations
- ✓ Planning and organizing team's daily schedules efficiently with treatments, meeting and trainings

APPLICATION INSTRUCTIONS

Click this link to learn more and apply:

www.fullpotentialchiro.com/clinic-administrator/

Here's what you'll get when you join our team:

- ✓ Full Training and Support – You will go through a structured onboarding and training of our clinical systems and processes to make sure you are fully confident in your role. You will have opportunity to enhance your personal and professional development with 1-on-1 coaching on various fronts. We also run a peak performance environment with weekly, monthly and quarterly meetings to make sure you reach your goals.
- ✓ External Professional Development Courses and Resources Training: We believe in continuous growth and improvement to become the best Healthcare Practitioners in the industry. Growing you personally and professionally is the key to delivering the best outcomes for our patients and become the best in the business.
- ✓ Young and Vibrant Team – What can we say? We really like each other. We are a small team like a little work family. Learn and thrive with our open-minded team who is always looking for ways to improve the delivery of care. You will become part of the team that is fun and engaging.

- ✓ Amazing Growth Prospects & Long-Term Career Growth – You will get to work and grow together with our company and gain knowledge, skills, and connections that not only help you achieve your best as the clinic administrator, but also provides you an opportunity to further your skills.
- ✓ The Culture: Forget the traditional serious culture. We have created something entirely different! We maintain a professional approach to patient care without the serious uptight formality of a traditional medical practice. We've created an open, relaxed, and friendly environment that helps lower everyone's anxiety levels. At our clinics, we are a family, and we are here to support you however we can!

If you want to step into a role with great professional and personal opportunities, enjoy learning all the details and have a go getter attitude, this might be the role for you!

APPLICATION INSTRUCTIONS

Click this link to learn more and apply:

www.fullpotentialchiro.com/clinic-administrator/