### Sample of Office Manager Job Posting

We are a busy, multi-disciplinary clinic in search of an experienced Office Manager as we build our team to further support our vastly growing business and support the opening of a new clinic location.

#### Principal duties include:

* Oversee and manage daily operations of the clinic
* Manage clinic staff (1 receptionist and 2 Office Assistants)
* Train and monitor the performance of clinic staff
* Create and maintain staff and therapist work schedules
* Generate new business by selling other services
* Maintain a professional and impeccable clinic environment for patients and staff
* Generate reports and look after payroll and bank deposits
* Maintain inventory and order supplies

#### Experience required:

* College education preferred
* Management and sales or marketing experience an asset
* Service/retail industry experience
* Ability to effectively communicate expectations to staff and create winning a team
* Competent trainer and motivator

#### Benefits:

* Salary plus bonus
* Medical, Dental, Vision, Chiropractic and Acupuncture Health Plans offered
* Employee discount on all services
* Professional development and employment growth opportunities