

## **Job Opportunity: Administrative Team Leader**

Twin Bridges Nurse Practitioner Led Clinic (TBNPLC) is committed to providing high quality primary health care services to the residents of Sarnia-Lambton. TBNPLC increases access to primary care services within an interdisciplinary team approach.

**The Administrative Team Leader** plays a vital role in supporting the Executive Director with administrative activities to enhance the clinic's efficient functioning. With a strong emphasis on accuracy and attention to detail, the successful candidate possesses the ability to work independently and prioritize tasks effectively. Additionally, the Administrative Lead brings excellent computer and social media skills to the role, and serves as a backup for all essential IT sources.

### **RESPONSIBILITIES:**

#### **Administrative Management & Office Management:**

- Oversees personnel policies and purchasing, manages IT, security and phone systems, maintains organized filing systems
- Develops and implements policies and procedures, oversees patient scheduling, records, and team meetings, as well as manages office supplies and premises.

#### **Financial Oversight:**

- Collaborates on the development and management of the annual budget.
- Monitors financial records, allows for the timely identification of potential issues to maintain the financial health of the organization.
- Implements and maintains both HR and financial systems, general ledger transactions, accounts payable and receivables, bi-monthly payroll transactions, records and reconciliation

#### **Staffing:**

- Manages employee benefits and pension enrolment
- Maintains HR records for all staff
- Assist in problem solving and conflict resolution for staff concerns

### **QUALIFICATIONS:**

- Degree in a related field (Business administration or Accounting) or equivalent work experience
- Demonstrated leadership, organizational and interpersonal skills.
- A comprehensive understanding of employment legislation and best practice HR procedures is an asset.
- Advanced knowledge of Microsoft Excel, proficiency in MS office, internet searches, Social Media platforms and website management
- Practical experience with payroll, bookkeeping software, and Electronic Medical Record (EMR) systems.
- Proven ability to establish meaningful connections is integral to success in the role

Qualified candidates should forward their resume to: [valerie@tbnplc.com](mailto:valerie@tbnplc.com)

*Twin Bridges Nurse Practitioner Led Clinic is an equal opportunity employer. Our recruiting and employment practices are in accordance with the Ontario Human Rights Code. We thank all applicants for their interest, however only qualified individuals will be contacted.*