

January 15, 2021

Job Opportunity:

Receptionist / Administration
Neuromotion Physiotherapy + Rehabilitation
100-775 Topaz Ave.
Victoria, BC, V8T 4Z7

Who we are.

Neuromotion Physiotherapy + Rehabilitation is a group of 3 physiotherapy clinics that are uniquely positioned to treat people with neurological impairments. We have locations in Surrey, Victoria, and Vancouver. Our goal is to provide the BEST rehabilitation experience possible. We are committed to helping people establish and reach their goals in a caring and challenging way!

Who you are.

As an individual you are inviting and social with strong communication skills. You are extremely organized and have the instinctual ability to assist when needed. Your strengths include multi-tasking, troubleshooting, and forward thinking. You pride yourself on being professional and have the confidence to take initiative.

Imagine working in a fast-paced environment where you make a difference! Each day, you will have the opportunity of providing excellent care to clients with neurological conditions. Your ability to connect and build rapport with clients as well as work with fellow team members will have a direct impact on the success of Neuromotion.

What will you focus on?

- **Assisting** the Operations Manager with day-to-day duties
- **Greeting** all clients when entering the clinic with a pleasant demeanor
- **Scheduling** both clients and staff via the Jane platform
- **Ensuring** no conflicts in the Jane platform
- **Creating** a client check-in schedule for volunteers
- **Managing** staff schedules
- **Executing** follow up appointments after initial assessments.
- **Collecting** new client data
- **Answering** phone calls and emails in an expedient and professional manner
- **Providing** a calm and sympathetic demeanor in difficult situations
- **Processing** daily billing and monitoring accounts receivables
- **Communicating** with the Clinical Lead and Operations Manager
- **Abiding** by all Covid19 safety regulations
- **Organizing** other tasks as needed

What do you bring?

- University Associates Degree and/or Office Assistant Certificate
- A minimum of 5 years' experience in office administration would be an asset
- Flexibility
- Team skills
- Organization skills
- Communication skills
- Empathy
- Positive Energy
- Laughter

What can we offer you?

- A positive, rewarding, and collaborative team environment
- Part time employment (24 hrs/week – possibility to increase based on the clinic needs)
- Competitive compensation
- Health and Dental Benefits based on a minimum of 20 contracted hours a week
- Group RRSP options based on a minimum of 20 contracted hours a week
- A chance to laugh at work and create lasting relationships with both co-workers and clients.

Contact us today!

Please submit a cover letter and resume to: hr@neuromotionphysio.com. Attn: Carla McBeth
We can't wait to meet you!

Note:

This job posting is intended to describe the general requirements for the Kinesiologist position. A complete list of assigned duties, responsibilities and requirements will be discussed during the interview process and subsequently documented in the Employee Performance Plan.

Neuromotion is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, colour, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity, or gender expression.

Only those applicants under consideration will be contacted. Please accept our sincere gratitude for your interest.