

Office Manager – Wee Care Pediatrics

Wee Care Pediatrics is currently searching for a hard-working, friendly, self-motivated individual to join our practice as our Medical Office Manager. The successful candidate must be able to work well both independently and as a team member, have excellent interpersonal skills and possess an eagerness to learn the skills and knowledge required to provide leadership and support to our busy clinic. Being able to independently problem solve is essential, as well, computer literacy is a must. The successful applicant must be task and detail oriented and will be responsible for the daily operations as well as the administration side of a medical office. A detailed list of duties will be provided to those offered an interview. Previous medical office management or leadership experience is essential. The successful applicant must be reliable, organized and professional at all times, as well as possessing a pleasant, approachable and positive attitude. Please apply with curriculum vitae and references to: **bdaweecare@gmail.com** or

Wee Care Pediatrics – Office Manager Position
P.O. Box HM 1308
Hamilton, Bermuda, HM FX

Closing Date: November 8, 2021