

Legacy Medical Group, a private medical practice has an opening for office manager for our Rochester Hills, Michigan practice. Reporting directly to the Chief Executive Officer, the position is responsible for management of our clinical support team, including HR and general operations of the practice. As manager, one would enjoy the support of the group's leadership team, including our Director of Business Development, Chief Financial Officer and Chief Medical Officer.

Legacy Medical Group is a progressive, growth-oriented practice, that recognizes the value of employing highly qualified staff. We provide competitive wages and benefits, including uncapped performance bonuses to attract top performing candidates.

An ideal candidate should have a minimum of 3 years' management experience in medical group setting, with a focus on private practice preferred. The ability to maintain accountability through an empathetic and team-based approach are paramount. Excellent communication skills, good decision making/problem solving ability, strong analytical skills, effective time management/organizational skills and a demonstrated commitment to personal and professional growth and development are all critical for success.

If you are interested in being considered for our Office Management position, please send your resume with a letter of introduction to s.ebben@legacyclinicians.com.

Thank you for considering the opportunity.