



*Nelson Family
Medicine*

Full time Practice Manager

Required at **Nelson Family Medicine**, part of multi-disciplinary health facility. We are seeking an experienced and competent manager to oversee all aspects of running our professional team including the management of the health facility. The Centre has a very high standard of service delivery and therefore the position requires somebody with a vision, strong leadership skills and someone who can effectively continue to proactively develop this organisation.

Do you have the ability to work well under pressure and to prioritise your work load. If you have a high degree of initiative, enjoy working with a diverse group of people and a commitment to accuracy and detail we look forward to receiving your application

Accordingly, we are looking for interest from experienced managers who have a proven track record in the operational side of business management, the ability to keep up to date with legislation, HR and contract management as well as the leadership and management of staff. combined with your genuine interest in the health and wellbeing of our community, will contribute to your success in this role. Strong organisational and administrative skills are needed to maintain systems and protocols along with an excellent working knowledge of Medtech32 practice software and Microsoft Office.

Please send your CV to bronwyn@nelsonmedical.co.nz