



Gore Medical Centre has been serving the Gore Community for over 40 years. We provide healthcare services for more than 8,200 enrolled patients with a total staff of more than 30 people.

We strive to provide Excellent and Sustainable health care to the people of Gore and districts through partnership in health.

We are seeking a **Practice Manager** to join our practice team.

**Responsibilities will include:**

- Staff management and recruitment
- Pandemic Response and planning
- Ensuring legal obligations are met
- Enabling quality improvement and implementation of new programs
- Maintaining practice policies
- Rosters, HR management, complaints

**We would love to talk to applicants with the following skills and experience:**

- Strong leadership and organizational skills
- Experience leading and maintaining healthy teams
- Excellent verbal and written communication
- Understanding of primary health care administration and management
- Computer/IT experience

**Hours:** 30-40 per week, negotiable.

**Contact:** [Julie.lieshout@goremedical.co.nz](mailto:Julie.lieshout@goremedical.co.nz) for further information and job description.

**Applications close:** 4 pm Wednesday 15<sup>th</sup> December 2021