

Medical Office Manager

Join Our Team and Grow Your Career

Do you want to advance your career? UBMD Pediatrics is seeking our next valued employee. If you are ready to take the next step in your career, UBMD Pediatrics is the place for you. We offer a competitive salary, comprehensive benefits, and a strong commitment to work-life balance. This is a chance you don't want to miss!!! UBMD Pediatrics is committed to providing excellent care for children and building strong relationships with families. We're looking for an enthusiastic Medical Office Manager to join our team.

About UBMD Pediatrics

UBMD Pediatrics is one of 18 practice plans within UBMD Physicians' Group, the single largest medical group in Western New York. We provide premier health care to infants, children, adolescents and adults. In addition to primary care pediatrics, we have 18 pediatric subspecialties. Our physicians make up the academic teaching faculty within the Department of Pediatrics at the Jacobs School of Medicine and Biomedical Sciences at the University of Buffalo and at Oishei Children's Hospital. For more information regarding UBMD Pediatrics, please visit www.UBMDPediatrics.com.

Why You'll Love Working Here

- **Be part of a team:** We are dedicated to providing exceptional care and fostering a supportive, collaborative work environment.
- **Make a difference:** You'll play a vital role in shaping patient experiences and supporting their health journey.
- **Work-life balance:** Enjoy a generous PTO plan, no weekends or holidays, Flexible hours and pre-scheduled hybrid work options.
- **Competitive benefits:** Includes medical, dental, vision, 401(k) with employer contribution, paid time off, and more (details below).
- **Supportive Environment:** Collaborative work environment with opportunities for professional growth.

Job Responsibilities

Provides administrative support to Division Chief and faculty members with administrative, clinical, teaching and research responsibilities. Manage day-to-day operations to include: oversight of scheduling appointments, meetings, and arranges and approves conferences.

Supervises office/research staff and workflow to meet deadlines and ensured all recordkeeping requirements are met, as well as track division budgets. Works with Faculty to gather data to ensure that faculty Curriculum Vitae are kept up-to-date. Responsible for other general office functions as required.

Must be able to work independently with proven leadership skills, prioritize projects, and meet deadlines.

Qualifications: Minimum three years of administrative experience, including one year of management experience in health care.

Education: Bachelor's degree, preferably with coursework in health care administration

Benefits Package Details

With a competitive salary, comprehensive benefits, and a strong commitment to work-life balance, this is an opportunity you won't want to miss. When you join UBMD Pediatrics as a contributing member of our team, you can expect to receive:

- **Healthcare Benefits:** Includes comprehensive Medical, dental, and vision insurance for you to choose from.
- **Robust Benefits:** 401(k) with employer contribution. Disability insurance, Employee assistance program, Flexible spending account, Health savings account, Life insurance.
- **Paid Time Off (PTO):** Generous Paid Time Off package
- **Professional Growth:** Opportunities for advancement and professional development in a supportive environment.

Where We Work:

Our new building is located in the heart of the Buffalo Niagara Medical Campus. We have access to secure and safe ramp parking as well as street parking, convenient access to nearby Allen/Medical Campus metro station as well as NFTA bus routes, park-and-ride, and easy highway access.

Ready to Make a Difference?

We invite you to submit your application, including a resume and cover letter highlighting your skills and passion for patient care. Join UBMD Pediatrics and be a part of a team that makes a difference in the lives of children and families every day.

* The pay range shown is an estimate of possible base compensation that may be given to a qualified applicant at the time of posting. When setting pay, various factors will be taken into account such as but not limited to location, specialty, service line, years of relevant experience, education, professional credentials, internal equity, and budget.

Job Type: Full-time

Pay: \$60,000.00 - \$70,000.00 per year

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Parental leave
- Professional development assistance
- Vision insurance

Schedule:

- 8 hour shift
- Day shift
- Monday to Friday

Work Location: In person

How to Apply: Please submit your resume and a cover letter outlining your suitability for the role to dhall@upa.chob.edu

UBMD Pediatrics is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.