



Banff Sport Medicine

Job Title: Operations & Business Manager

Location: Banff Sport Medicine Clinic, Canmore, Alberta

Job Type: 32-40 hours per week

Application Deadline: September 15th, 2025

About Us

Banff Sport Medicine (BSM) is a multidisciplinary clinic dedicated to excellence in Sport Medicine and Orthopaedic Surgery. Located in Canmore, we provide high-quality, patient-centred care in a collaborative and innovative team. We are looking for an experienced and strategic Operations & Business Manager to join our leadership team and help shape the future of our clinic.

About the Role

The Operations & Business Manager provides strategic and administrative leadership across all aspects of clinic operations. Reporting to the Medical Director and BSM Group Board, this role is responsible for advancing clinic performance, managing business functions, supporting excellent patient care, and fostering a positive team culture.

Key Responsibilities

- **Strategic Operations:** Align clinic operations with strategic goals; lead data-driven process improvements.
- **Financial Management:** Develop budgets, monitor financial performance, and oversee billing and payroll processes.
- **Human Resources:** Lead recruitment, onboarding, and performance management; foster a collaborative work culture.
- **Compliance & Risk:** Ensure adherence to Alberta Health and CPSA regulations; oversee risk mitigation strategies.

Qualifications & Skills

- Bachelor's degree in Health Administration, Business Management, or a related field
- Minimum 5 years of progressive management experience, preferably in healthcare
- Strong knowledge of Alberta's healthcare system, medical billing, and privacy legislation
- Financial acumen and experience managing budgets
- Leadership experience in clinical or business operations
- Excellent communication, organizational, and conflict resolution skills
- Proficiency with EMR and scheduling software

Working Conditions

- 0.8 – 1.0 FTE position (32 - 40 hours/week) based in Canmore, AB
- Standard weekday hours with occasional early mornings, evenings, or weekends
- Dynamic clinic environment requiring adaptability, collaboration, and leadership

Why Join Us?

- Be part of a forward-thinking, patient-centred clinic
- Work in a collaborative and supportive environment
- Play a key leadership role in an established and growing medical team
- Live and work in the stunning Bow Valley



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Remuneration

Salary range 70K - 88K commensurate with experience and work hours; plus third-party insurance benefits.

How to Apply

Submit your resume and a cover letter detailing your qualifications and interest in the role to: manager@banffsportmed.ca

We thank all applicants for their interest; only those selected for an interview will be contacted.