

Position Title: Medical Office Site Manager-Union Street Office

Position Concept: The Medical Office Site Manager will be responsible for oversight of office operations, policies, procedures and staff to ensure organizational effectiveness and efficiency. This key position reports to the Director of Operations.

Minimum Qualifications: The Medical Office Site Manager must be an excellent communicator with ability to deal with people at all levels of the organization. Must possess excellent organization skills, writing skills and have extensive computer experience. Bachelor's degree in related field with at least 3 years of office management experience in a medical setting required.

Position Responsibilities: The Medical Office Site Manager Position responsibilities include, but are not limited to:

- Establishes and maintains an efficient and responsive patient flow.
- Oversee all functions that support the practice such as patient registration, scheduling, safety, etc.
- Supervise staff and provide coaching to ensure the professional development of staff.
- Work closely with the management team to provide a team approach to problem solving and work efficiency for all.
- Interact with patients in a courteous and sensitive manner, resolving issues and responding to inquiries.
- Performs other duties as assigned.

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