



Clinic Manager

Position Summary

The Clinic Manager is responsible for the effective daily operation of the clinic, including patient care, employee performance, sales, and general administrative functions.

Some of the duties of this position include, but are not limited to:

- Meet individually with prospective patients to determine which of our programs will best fit their needs.
- Monitor patient progress and insure that excellent patient service is consistently provided.
- Insure employee/clinic compliance with all company policies, procedures and regulations.
- Foster an upbeat and productive work environment that encourages teamwork and results in employees and patients reaching their goals.
- Responsible for the timely and accurate completion of daily/weekly paperwork, bank deposits, payroll information, inventory.

Requirements

- Prior sales or customer service is mandatory; management experience preferred.
- Be motivated -- and motivational! Excellent communication skills are essential.
- Ability to lead by example, including having a professional appearance that reflects your commitment to healthy lifestyle choices.
- A genuine interest in weight loss and nutrition.
- Basic math and computer skills