

Assistant Clinic Manager

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$43.00 to \$47.30 hourly

Employment status: Contract / Temporary to Hire

Description

Robert Half currently has an excellent opportunity for a highly-skilled and motivated Assistant Clinic Manager Newark, California. Hoping to push your career in the right direction? Then this Assistant Clinic Manager position may be a perfect fit.

Key responsibilities

Recruit, coach and provide training to staff to maintain high customer service standards. Performs one on one coaching and QA monitoring on a daily or monthly basis. Ensures competency. Audits staff performance and addresses immediate performance issues as they occur. Ensures that staff completes required training and completes staff evaluations.

Provides on-site supervision and supports day to day operations. Researches and implements new processes to improve standard work with Clinics.

Approve and coordinates staff schedules (including PTO, lunch and breaks) to ensure appropriate staffing and adhere to policy. Reassigns staff as necessary to provide adequate coverage. Delivers performance evaluations in collaboration with the Manager and as appropriate.

Conduct effective resource planning to maximize the productivity of resources (people, technology etc.)

Analyze and monitors call center statistics, customer service metrics and scheduling work queues.

Evaluate performance with key metrics (accuracy, call wait time, personal miscellaneous, after call work etc.)

Participate in department and hospital projects and committees.

Assists the manager in developing and monitoring the budget.

Extract data, prepare reports and deliver performance and process improvement presentations to various stakeholder departments, physicians, and senior leaders.

Requirements

- 3+ years of job related experience desired
- Demonstrated knowledge of scheduling
- Practical knowledge of Administrative Office
- HealthCare Environment experience
- Surgery Scheduling experience
- Adeptness in Job Scheduling
- HealthCare Industry experience
- General familiarity with Patient Scheduling
- Solid understanding of supervising
- Healthcare Administration experience required
- Past experience in a supervisory role

This is opening is a great opportunity for the properly skilled administrative / office management candidate. This position is expected to be filled quickly - contact us today!

-Robert Half is the world's first and largest specialized talent solutions firm that connects highly qualified job seekers to opportunities at great companies. We offer contract, temporary and permanent placement solutions for finance and accounting, technology, marketing and creative, legal, and administrative and customer support roles.

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Questions? Call your local office at 1.888.490.4154. Robert Half will consider qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. All applicants applying for U.S. job openings must be authorized to work in the United States. Benefits are available to temporary professionals. Visit <https://roberthalf.gobenefits.net/> for more information.

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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.