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Clinical Services Support Manager

Posted by: Physiozone

Posting date: 31-Oct-2024 **Closing date:** 29-Apr-2025

Education: Bachelors in Management

Language: English

Job location: Surrey

Salary: \$36 Per Hour

Years of Experience: 5 years

Vacancy: 1

Job Type: Full Time

Job id: CAJ2581251

Job description:

Strategically plan and manage clinic operations encompassing logistical coordination of medical equipment procurement, inventory management, facility maintenance, and security measures.

Optimize administrative workflows through comprehensive analysis ensuring compliance with standards.

Manage corporate governance frameworks and implement regulatory compliance protocols to ensure adherence to relevant laws and policies.

Develop and monitor comprehensive budgets related to contracts, equipment procurement, and supply chain management, employing rigorous financial controls to optimize resource allocation.

Act as a strategic liaison between patients and healthcare providers, ensuring adherence to quality assurance protocols and facilitating resolution of operational challenges.

Contribute to the strategic planning and development identifying opportunities for clinic expansion and enhancement to improve patient care and operational efficiency.
Manage recruitment and on-boarding processes for new staff while overseeing the creation and implementation of advanced training programs to elevate skill sets and operational competencies.

5 years of work experience at a professional level in business administration or administrative services preferably in a health care setting
Able to work in a fast paced environment

To apply to this opportunity please send a cover letter and resume outlining how your knowledge, education, experience, and personal attributes are a good fit with the requirements.

By email: physiozoneclinic1@gmail.com

By Mail: 10030 King George Blvd, Surrey BC V3T 2W4