



SHERIDAN MEDICAL GROUP

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Job description: Business Manager

Office Management opportunity in an Advanced Practice, moderately-sized Primary Care Office in Ken-Ton.

Job Tasks:

- Daily administrative, operational, technology and budgetary oversight in collaboration with Human Resources Manager.
- Executes strategic business plans, measures performance of the business and reports to the Board of Directors.

Skills

- Experience with volume and value-based reimbursement models.
- Experience with process analyses, process improvement and efficiency.
- Clear and kind communication style
- Efficient and organized
- Excellent computer skills
- Attentive to detail
- Enjoys ongoing learning
- Enjoys working in a team and being around people

Qualifications

- Minimum bachelor's degree in business or related field.

Please visit our website at <https://www.sheridanmedgroup.com/> to learn more about us and contact Brittini Anderson, Administrative team member if interested.

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