



## Preventive Medicine, PC

**Position:** Office Manager  
**Reports to:** President: Alfred L. Pinto, DC

**JOB DESCRIPTION:** The office manager at Preventive Medicine PC, is responsible for the management of staff, company policies and procedures, and office growth.

### BASIC FUNCTIONS:

- Performs all aspects of staffing needs including determining the need to increase, decrease number of employees, hiring, reviews, reprimanding and terminating employees
- Oversees quality assurance company wide
- Reviews and implements company policies and procedures
- Assists in aspects of accounting functions including: reviewing and enforcing budgeting requirements and reducing overall company expenditures
- Develops ideas and plans to increase patient volume and revenue
- Reviews overall office productivity
- Coordinates and implements training of staff
- Leads Supervisor meetings
- Enforces lead accountability
- Listens to and resolves employee concerns and issues
- Responsible for creating employee schedules, considering, granting or denying requests for employee time off
- Timely response and follow through on responsibilities of the job position
- Other duties as assigned

### ADDITIONAL FUNCTION:

- Participates in office cleaning and maintenance duties.
- Participates in company training and business meetings.

### PHYSICAL/MENTAL/ENVIRONMENTAL REQUIREMENTS:

- Commitment to continuous customer service improvement.

### DEMONSTRATED TECHNICAL SKILLS REQUIRED:

- Proficient in Microsoft Word and Excel.

### EDUCATION AND EXPERIENCE REQUIREMENTS OR EQUIVALENCIES:

- Associates Degree in Business Administration/Management preferred.