

Date Posted: 11.06.12

University of Houston
Graduate College of Social Work
JOB OPPORTUNITY POSTING

- Job Title:** Operations Manager
- Employer/Agency:** Texas Medical & Sleep Specialists, Houston
- Job Description:** Under the direction of the local managing physicians and the Practice Manager and in accordance with established policies and procedures, the Operations Manager is responsible for the oversight of practice operations in the Houston region.
- Qualifications:** Knowledge of the local community health care environment sufficient to interact with other health care providers and administrators. Understanding of medical office operations sufficient to oversee its operations and provide support to the physicians. Skill in exercising a high degree of judgment, discretion and decision making necessary to achieve organizational objectives. Must possess analytical skill sufficient to organize and prepare comprehensive financial reports. Ability to organize and integrate organizational objectives in order to meet deadlines. Demonstrated ability to effectively communicate in verbal and written forms.
- EDUCATION AND/OR EXPERIENCE: Five (5) years of experience in healthcare management. Two (2) years of experience in a supervisory capacity. Bachelor's or Degree in Accounting, Finance, Nursing or other related field. A clinical background in nursing, rehabilitation, mental health is preferred. An MBA in health care administration or equivalent degree is ideal.
- Salary/Hours:** Attractive benefits with health, dental, vision, 401K.
- Employer/Agency:** Texas Medical & Sleep Specialists
Address: 902 Frostwood, Suite 210
City, State, Zip: Houston, TX 77024
- Contact Person:** Julie Skinner
Contact Title: Practice Manager
- Email Address:** julies@txmss.com
- Application Method:** Please send resumes and cover letters to:
Julie Skinner, Practice Manager - julies@txmss.com
- Opening Date:** Immediate

If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@sw.uh.edu with the hiring details of your new job opportunity. Thank you