

Job Title: Business Manager, Vision Care Associates, P.C., Storm Lake, Iowa

Job Description:

Vision Care Associates, P. C. is seeking a full-time business manager to successfully oversee and manage a fast-paced, medically-oriented optometric practice with three doctors and 15 staff members who are committed to serving patients with the highest quality of care.

Responsibilities:

- *Working directly with three optometrists as owners of the practice.
- *Motivating staff and building a positive team-oriented working environment
- *Recruitment, retention, day-to-day performance coaching, appraisal and rewards of staff.
- *Overseeing patient accounts, resolving customer concerns and building patient relationships
- *Marketing and advertising products and services.
- *Purchasing needed supplies
- *Preparing accounting statements
- *Performing general administrative functions as necessary

Minimum Qualifications

- *1+ years experience managing people and business aspects within a retail setting
- *1 year experience interacting with customers in a retail setting
- *Demonstrated skill in use of computer
- *Excellent verbal communication skills
- *Positive approach with both employees and customers
- *Previous experience working in fast-paced, multi-tasking environment
- *Ability to stand and sit for extended periods of time.

Preferred Skills

- *2 + years experience managing people and business aspects within a retail setting
- * Associates or Bachelor's degree in business, management, HR management or a related field.

Competitive compensation package available.

Like to know more? Direct questions to Cheri at 712 299-2956. Send resume with references included, in strict confidence, to Cheri Maben-Crouch, email: mabencrouch@yahoo.com or mail to P.O. Box 21; Storm Lake, IA 50588.