

## Operations Manager (Full-time)

*Location: Anderson*

### Why Join CIO?

Central Indiana Orthopedics has been proud to serve central Indiana for over 70 years. With offices in Muncie, Anderson, Marion and Fishers, CIO strives to be a trusted and preferred provider of orthopedic healthcare services for the communities we serve. Providing excellent orthopedic care while treating all people with dignity and respect is the core of who we are and what we do on a daily basis.

Employees enjoy a team environment with a focus on balancing their commitment to work life and home life.

### What You Will Do?

The Operations Manager is responsible for ensuring assigned practice office operate smoothly, efficiently, and in compliance with applicable laws and regulations. This role is responsible for managing, coaching, scheduling, and communicating with clinical and non-clinical staff on a day-to-day basis.

- Manage day-to-day office operations, ensuring optimum and smooth patient flow and superior customer service.
- Prepare and coordinate physicians' and staff's daily and weekly schedules.
- Manage staff requests for paid time off, overtime, and other leaves, ensuring adequate clinic staffing at all times.
- Prepare and submit office payroll accurately and on-time.
- Monitors office budget and manages petty cash distribution.
- Ensures office compliance to all applicable OSHA and Environmental regulations.
- Prepares and analyzes daily reports as required.
- Plan, organize, prioritize, and delegate duties and responsibilities ensuring all required jobs and tasks are performed and completed at a high level of quality.
- Gather information, evaluate and solve issues, and implement improvement policies and processes in a logical and reasonable manner.
- Directly supervise assigned staff, including but not limited to all HR-related tasks, performance management, addressing personnel issues, scheduling, training, staffing, etc.

### What You Will Need:

#### Qualifications and Education Requirements

Bachelor's degree in health care administration, operations, business or related area is required. Three to five years' experience in a supervisory role is required. Previous experience in a clinical environment is beneficial. Additional appropriate education may be substituted for management experience. Certification with NextGen is preferred.

Interested in joining our team? Please visit our [Careers portal](#) and create an account to submit your resume and information. If you have any questions, please contact [hr@ciocenter.com](mailto:hr@ciocenter.com).