

HEALTHCARE MANAGEMENT GRP JOB DESCRIPTION

DIRECTOR OF OPERATIONS



Healthcare Management Grp, located Corona of Riverside County, is seeking a REMOTE Director of Operations. As a Director of Operations, you will answer to the Executive Director “COO” of Healthcare Management Group of the Corona location.

This position requires an individual to be able to juggle multiple responsibilities at once.

As an Director of Operations, you will be responsible for Managing human resources activities such as interviewing candidates by phone screening, with an in-person interview in the office. Training employees, conducting new hires with on boarding, administering employee benefits programs, overseeing safety and security measures. corresponding with our in-house staffing Hire plus Staffing Services and Recruitment Services for New Hire Professionals. You will be responsible for overseeing all aspects of the business’s operations, including planning, and executing strategies related to sales, marketing, customer service, human resources, finance, etc.

You will travel for meetings to meet with the Executive Director- COO, meet clients or other business partners. You will give presentations to employees of sales professional concerning mental health, through Zoom meetings, or presentations in a conference setting using power point presentation concerning mental health- or to our vendors, customers, or partners, for the closing of sale, concerning our Mental Health Kiosk Product and Services.

Marketing/Media

As a Director of Business of Operations, you will be required to meet with Public Relations, conduct presentations YouTube videos, concerning Mental Health, Online Teletherapy services, write press releases concerning the sales forecast for the sale of our Mental Health Kiosk Product sold to our vendors.

Work Hours

The workweek is typically 40 hours, although longer hours may be necessary to meet deadlines or to handle unexpected business issues.

Requirements

- You must be passionate concerning the industry of Mental Health
- You must also have excellent communication and interpersonal skills to interact effectively with employees, clients, and other business partners.

Education Requirements

- Must have a minimum of a bachelor's degree in a related field, such as business administration, finance or accounting, psychology.

Training & Experience:

- Directors of business operations often have at least three to five years of experience in a business operations role with experience. Budgeting, Financial analysis.

Salary

- The salary is \$72.5k plus additional compensation of a \$7k Cash bonus for each presentation resulting in the sale of Mental Health Kiosk- sold to our vendors. Total Annual Compensation \$79.5k+
- Full medical benefits after 90 days. "Kaiser or Blue Cross PPO"

Please submit your resumes to Ralph Donovan at hcmgcompany@gmail.com or call (951) 251-2319