

LEADERSHIP OPPORTUNITY

Clinic Manager

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Lead the day-to-day operations of a patient-focused eye care practice. We're looking for an organized, hands-on leader to run a tight ship — from scheduling and staffing to inventory and growth.

WHAT YOU'LL DO

- Oversee daily clinic operations, scheduling, and patient flow
- Supervise and support front desk, optical, and clinical staff
- Manage inventory and vendor relationships for supplies
- Track KPIs — patient volume, capture rate, wait times, revenue
- Oversee billing, insurance verification, and collections
- Recruit, train, and evaluate staff
- Partner with physicians and optometrists on practice goals

WHAT YOU BRING

- 3+ years managing a medical or optical practice
- Ophthalmology or optometry experience preferred
- Strong leadership and team-building instincts
- Comfort with EHR and practice management software
- Basic financial acumen — budgets, P&L, inventory systems
- Clear communicator and sharp problem solver

WHAT WE OFFER

- Competitive salary + performance bonus
- Room to grow with an expanding practice
- A collaborative, patient-first team culture

TO APPLY — VISIT OR CALL

Vision Eye Care Clinic

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