

The Vascular and Vein Institute of the South is a busy Vascular Surgeon practice seeking a full time, experienced, Practice Director to oversee the operations and management of the group. The Practice Director is responsible for the day-to-day management of personnel, including staffing, timekeeping, employee evaluations, counseling interviewing and selection of staff within established guidelines. Candidate must have excellent interpersonal skills, experience managing surgeons and clinical staff, and the ability to work independently with minimal supervision. The ideal candidate is outgoing, takes initiative to complete tasks, communicates well with physicians, patients, and coworkers.

**Primary responsibilities include but are not limited to the following:**

Day-to-day collaboration with department teams to provide oversight of all aspects of the practice, including, but not limited to operations, clinical services, department coordination, risk management, human resources and patient satisfaction. You will be responsible for oversight of administrative duties such as front office operations including reception, administrative, admitting, patient/customer service, patient satisfaction, financial/budgetary, maintenance, inventory, and lab functions.

**Qualifications:**

- Medical Office Management, 3 years minimum
- Must have Bachelors or higher
- Experience managing surgeons
- Knowledge of medical terminology
- Knowledge of health insurance carriers
- Excellent communication skills (oral, written and interpersonal) to effectively interface with internal and external team members
- High degree of accuracy and attention to detail
- Strong attention to detail with ability to prioritize tasks and work under tight deadlines
- Ability to multitask and manage work accordingly with minimal supervision
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**Why You Want to Work at Vascular and Vein Institute:**

- Growing vascular practice with potential for career advancement
- Highly collaborative and high-energy work environment
- Competitive salaries
- Benefits including health, dental, vision, life and disability insurance, 401(k), and more
- Company culture of promotions from within and an atmosphere allowing for varied and rapid career development
- Casual dress attire

**Benefits:**

- 401(k)
- Dental insurance
- Disability insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

**Schedule:**

- Monday to Friday

**Education:**

- Associate (Minimum required) Bachelor's+ Preferred

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change or new ones may be assigned at any time with or without notice. Job may require traveling overnight, driving long distances as required, and sitting for extended periods of time with occasional walking and standing and occasionally lifting or carrying articles weighing less than 10 pounds.

The Vascular and Vein Institute of the South is an equal opportunity employer that values contributions and feedback of every team member. We recognize that each team member makes significant contributions to our ability to provide quality care and services to our patients. We strive to provide a comfortable and rewarding environment for every team member. Qualified candidates will be contacted for a phone screening