



CARING HANDS
Animal Hospital



HOSPITAL ADMINISTRATOR

Caring Hands Animal Hospital | Lake City & Live Oak, FL | www.caringhandslc.com

Are you looking for a career where you can have a positive impact on the lives of your team and clients? Are you an experienced Practice Manager or Hospital Administrator skilled at guiding a team to reach their fullest potential? Do you want to build a legacy of exceptional care, progressive medicine, and positive team culture? If this sounds like what you are looking for in your career, please apply.

Caring Hands Animal Hospital is seeking an experienced Hospital Administrator to oversee operations and support our mission to provide exceptional veterinary care to the communities of our two locations- Lake City, FL and Live Oak, FL. The two locations have grown beyond the abilities of our current management team, and we need a Hospital Administrator with a proven track record to help us take our hospitals and team to the next level.

Our Community:

Whether you enjoy hiking, fishing, equestrian activities, or SCUBA, Caring Hands Animal Hospital's location within a wonderful park and springs system make this a nature lover's paradise. Caring Hands Animal Hospital's locations are conveniently located near Gainesville and Jacksonville and a short drive from University of Florida. A low cost of living and affordable housing options make this area inviting.

Job Duties:

Caring Hands is seeking a Hospital Administrator to establish strong leadership and accountability and support growth. Both locations are AAHA accredited and they are a member of VMG. A partial list of duties for a Hospital Administrator at Caring Hands Animal Hospitals includes:

- Maintaining legal and ethical continuity within the practice
- Oversight of day-to-day banking
- Financial monitoring and forecasting
- Control Accounts receivable
- Marketing
- Personnel management
- Oversight of Operations Managers
- Staff benefits program development and maintenance
- Oversight of inventory including DEA controlled drug standards
- Facilitate equipment and facility maintenance
- Liaison between professional contacts such as the practice attorney and accountant
- Maintain the facility in accordance with AAHA accreditation standards

Qualifications:

An ideal candidate would have extensive veterinary hospital experience and a solid background in business and staff management. Computer literacy is required including MS Word, Excel, and QuickBooks. Experience managing a hospital with multiple locations preferred. A four year degree, CVPM, and veterinary technical experience desired but not required.

Benefits:

Salary: \$70,000 plus growth-based bonuses

Apply:

As you consider your career goals, consider how this opportunity with Caring Hands Animal Hospital could fit into your aspirations. If you are interested in applying, please submit a cover letter and resume to Neda Panuska at npanuska@bhcteam.com. Do not contact the hospital directly.