

**Clinic Operations Lead**

Monday-Friday

**General Job Purpose:**

Corridor Radiology is currently seeking a candidate for a friendly, professional full- time Clinic Operations Lead to join our team. You will have the opportunity to work with all departments, assisting with schedules, radiology equipment inventory, analytics and much more.

**Purpose:**

- Payroll & Scheduling (approve time cards, pto ,adjust schedules as needed).
- Modality Meetings (arrange meeting times, block schedule accordingly, keep meeting minutes& upload to public drive, send call to action items to team members).
- Quality & Safety Meeting Committee Chair (schedule & run meetings, keep agenda & meeting minutes, send call to action items to team members, attend SR Q&A Meetings and serve as liaison between SR & RMS).
- Assist with EHR & PACs systems.
- Have a strong understanding of our practice culture.
- Help maintain a cohesive and lively atmosphere with camaraderie among all modalities/departments
- Strong ability to make on-the-spot decisions with our guests, team and referring providers in mind.
- Laundry (contact for clinic, adjust laundry counts as needed).
- Inventory of machines.
- Arrange special events for clinic (Rad Tech Week, National U/S month, Breast Cancer Awareness, National Lung Cancer Awareness)
- Analytics( schedule trends)
- Schedule and meet regularly with Business Manager (prepare detailed agenda)
- Research, maintain, and update clinic policies as needed.
- Point of contact for clinic suppliers, vendors, and service engineers
- 

**Experiences:**

- Minimum of one to two years of experience preferred
- Excellent communication skills
- The ability to learn quickly and solve problems effectively
- The ability work as a team player
- Self-Motivator

Compensation commensurate with experience.

Interested applicants please email your resume to [rmscorjobposting@gmail.com](mailto:rmscorjobposting@gmail.com)