



<https://medicarenz.com/job/healthcare-administrator-manager/>

Healthcare Administrator/Manager

Description

Job Description:

We are seeking an experienced and dynamic **Healthcare Administrator / Manager** to oversee the daily operations of our healthcare facility. The ideal candidate will be responsible for managing staff, ensuring compliance with healthcare regulations, improving operational efficiency, and enhancing patient care services. This role requires strong leadership, problem-solving skills, and a deep understanding of healthcare administration.

Responsibilities

Key Responsibilities:

1. Facility Operations & Management

- Oversee the daily operations of the healthcare facility, ensuring smooth and efficient workflows.
- Develop and implement policies and procedures to enhance patient care and administrative functions.
- Coordinate with medical staff, nurses, and support teams to optimize service delivery.

2. Compliance & Regulatory Adherence

- Ensure the facility complies with healthcare regulations, accreditation standards, and legal requirements.
- Maintain up-to-date knowledge of healthcare policies and industry best practices.
- Conduct regular audits and quality assessments to improve facility performance.

3. Financial & Budget Management

- Develop and manage budgets, monitor expenses, and ensure cost-effective operations.
- Oversee billing, insurance claims, and revenue cycle management.
- Identify opportunities for financial growth and operational improvements.

4. Human Resource Management

- Recruit, train, and supervise healthcare staff, ensuring proper staffing levels and performance management.
- Foster a positive work environment by promoting teamwork, professional development, and employee well-being.
- Implement staff training programs to enhance service quality and

Hiring organization

Medi Care

Employment Type

Full-time

Duration of employment

2 Years, Extendable

Industry

Medi Care Out Source

Job Location

New Zealand

Working Hours

08:00 to 18:00

compliance.

5. Patient Experience & Quality Improvement

- Enhance patient satisfaction by ensuring high-quality care and efficient services.
- Address patient concerns and resolve complaints in a professional and timely manner.
- Implement initiatives to improve patient safety, infection control, and overall healthcare quality.

6. Technology & Data Management

- Oversee electronic health records (EHR) management and ensure data security.
- Utilize healthcare analytics and reporting tools to improve decision-making.
- Implement digital solutions to enhance patient engagement and operational efficiency.

Qualifications

Qualifications & Requirements:

- **Education:** Bachelor's or Master's degree in Healthcare Administration, Business Administration, Public Health, or a related field.
- **Experience:** [Specify required experience, e.g., 3+ years in healthcare administration or management].
- **Certification:** Healthcare Management Certification (preferred).
- **Skills:**
 - Strong leadership and decision-making abilities.
 - Excellent communication and interpersonal skills.
 - Knowledge of healthcare laws, regulations, and compliance requirements.
 - Financial management and budgeting expertise.
 - Proficiency in healthcare IT systems and EHR software.

Job Benefits

- Competitive salary and benefits package.
- Professional growth and leadership opportunities.
- A chance to make a meaningful impact in the healthcare sector.
- A collaborative and supportive work environment.

If you are a results-driven professional with a passion for healthcare management, we encourage you to apply.

Contacts

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