

# Southern Veterinary Partners/ Inman Park Animal Hospital

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926 Dekalb Avenue NE Atlanta, GA

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Practice Manager FT

Inman Park Animal Hospital is seeking a highly motivated candidate for the position of Practice Manager. The veterinary practice manager is charged with the responsibilities of managing the business activities of the hospital. The Practice Manager will be responsible for helping to develop and supervising all hospital services, policies, procedures and personnel.

This person must have or develop a working knowledge of all areas in the veterinary hospital.

The ideal candidate will be an excellent communicator, have experience in HR and OSHA policies, inventory, be self-motivated, detail oriented, and energetic.

Duties will include, but are not limited to:

- Management of personnel
- Finance and accounting
- Marketing and public relations- Patient/Client Production
- Client patient management
- Inventory and ordering
- Safety and OSHA compliance
- Facilities, Equipment and Technology
- Maintaining Hospital Standards
- Software and technology management
- Three years related experience required (healthcare, veterinary profession, service industry, etc.), including direct supervisory experience (includes hiring, associate development, etc.) or the equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

Compensation: Total compensation will be based on experience. Additional compensation will include healthcare benefits, 401K with company match after 1 year, PTO and other perks and resources.