



OFFICE MANAGER JOB DESCRIPTION

Full-Time in-office Position

Here, at TWO Orthodontics, our office manager oversees all employee positions. They'll help establish and monitor all positions meet their respective goals in relation to the larger practice goals, as well as, assist in establishing the most efficient protocol to ensure the practice runs to the best of its ability.

Goals:

This position aims to meet all yearly goals set by the practice. As an office manager, your success will be analyzed based on the individual goals set for each employee and how that relates to the practice.

Responsibilities:

Tasks of this position include, but are not limited to the following:

- Daily:
 - Assist and resolve any inter-office conflicts if necessary.
 - Host morning meeting
 - Assist with any financial/patient obstacles throughout the day.
- Weekly
 - Accounts payable
 - Deposits
 - Manage time cards
 - Manage team calendar/time off requests/purchase requests
- Monthly
 - Host 1-1 team member meetings / go over reports/stats
 - Monthly reporting for doctor
 - Review and issue bonuses
 - Host monthly team meeting
- Semi-annual
 - Review expenses
 - Employee reviews
- Yearly
 - Review benefits
 - Reporting
 - Goal setting
 - Budgeting
 - Calendar (birthdays/holidays/team meetings/office closures / no school days)
- Misc:
 - Maintains current licenses (ie: CPR, OSHA, Sexual Harassment, HIPAA)
 - Hiring/Termination
 - Employee Onboarding
 - Project management
 - MISCELLANEOUS

Requirements / Preferences:

To be considered for this position, the ideal candidate will have 10+ years of orthodontic experience (preferably administration). In addition, they will be well-versed in our dental software.

Benefits:

Benefits of this position include, but are not limited to the following:

- 401K
- Health Insurance
- Dental Insurance
- Paid Time Off
- Paid Holidays

At-Will Disclaimer:

TWO Orthodontics is an at-will employer, which means your employment may be terminated at any time by you or TWO Orthodontics, with or without cause or advance notice. Further, this letter is simply for your information and is not to be construed as a contract of employment.

We can't wait to hear from you! Please use the following link to apply today.



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