



Job Title: Practice Manager (Part-Time/Full-Time)

Location: North Conway, NH & Wolfeboro, NH

Company: The Hearing Aid Shop

About Us:

At The Hearing Aid Shop, we are dedicated to providing exceptional hearing care in a vibrant and supportive environment. With locations in North Conway and Wolfeboro, NH, we pride ourselves on fostering a fun, collaborative workplace where flexibility and professional growth are valued.

Position Overview:

We are seeking a motivated and experienced Practice Manager to join our team. In this role, you will be instrumental in overseeing daily operations, working closely with the owner, staff, and financial professionals to ensure smooth and efficient practice management. If you thrive in a dynamic environment and are adept at leading a team, we encourage you to apply.

Key Responsibilities:

- Oversee and coordinate daily practice operations, ensuring efficiency and effectiveness
- Collaborate with the owner, staff, bookkeeper, accountant, and other key stakeholders
- Manage administrative functions, including scheduling, patient records, and office workflow
- Implement and monitor practice policies and procedures to maintain high standards of patient care
- Address staff and patient concerns with professionalism and empathy
- Contribute to staff training and development, fostering a positive work environment

Qualifications:

- Proven experience in practice management or a similar role, preferably in a healthcare setting
- Strong organizational and multitasking abilities
- Excellent communication and interpersonal skills
- Ability to work collaboratively with diverse teams and manage various stakeholders
- Proficiency in office management software and basic financial oversight

Pay & Benefits:

- \$30-40/hour, pay commensurate with experience
- Earned paid-time off (PTO)
- Earned performance bonus
- Laid-back and supportive work environment
- Flexible schedule options

Schedule:

This position can be part-time or full-time with flexible hours. Specific days and times will be discussed during the interview process.

How to Apply:

Interested candidates are invited to submit their resume and a brief cover letter detailing their relevant experience and why they are interested in this position.

Contact Information:

Please do NOT contact our office directly, all inquiries must be via [Indeed.com](https://www.indeed.com)

Join our team at The Hearing Aid Shop and help make a difference in the lives of those with hearing needs!