

HEALTHCARE ADMINISTRATOR

Administrative Department

JOB TITLE: Healthcare Administrator

POSITION SUMMARY

We are seeking an experienced Healthcare Administrator to manage our healthcare facility operations and ensure quality patient care delivery.

RESPONSIBILITIES

- Manage daily operations of healthcare facility
- Develop and implement policies and procedures
- Oversee budgeting and financial management
- Ensure regulatory compliance and accreditation
- Lead and develop administrative staff

REQUIREMENTS

- Master's degree in Healthcare Administration or related field
- 5+ years of healthcare management experience
- Knowledge of healthcare regulations and compliance
- Strong leadership and organizational skills

ESSENTIAL QUALIFICATIONS

- Healthcare operations management
- Financial management and budgeting
- Regulatory compliance
- Staff leadership and development

BENEFITS OFFERED

- Competitive executive salary
- Comprehensive benefits package