



Job Description

Operations Manager

Location: Ponte Vedra Beach, FL

Job Type: Full-time, salary

Description – Health Designs, a leader in worksite wellness, is seeking a stand out Operations Manager to join our growing team. To be successful in this job the individual must be highly organized, possess excellent relationship skills and have a high standard of personal and professional excellence.

This position will lead all aspects of operations, technology, and compliance and be an integral part of our ongoing success. The ideal candidate is one who is driven, oriented toward performance and thrives working alongside a high performing team doing meaningful work.

If you are looking for a company where your ideas and contributions count, where you can add value each and every day and where you can further your personal and professional development then Health Designs is a place for you. Only high performers need apply.

Responsibilities include but are not limited to:

- Oversees operational procedures, policies and systems to maximize efficiency and effectiveness.
- Maintains HIPAA and security standards in accordance with company and client requirements.
- Develop and drive quality standards in all areas.
- Directs all inventory and equipment management
- Identifies areas for work flow improvement and finds creative solutions to challenges
- Guides business and operational practices that ensures a high level of compliance.
- Oversees the collection, integration and evaluations of various health data
- Examines financial data and uses it to improve profitability
- Manages negotiations with vendors and service providers
- Leads ongoing technology advances both client and team facing
- Builds relationship with key clients, partners and suppliers.
- Works collaboratively with team members to meet company objectives

Qualifications:

- Bachelor's degree in Management, Business or related field (MBA is a plus)
- 5 years experience in managing operations in a service firm
- Advanced analytical skills and problem solving skills
- Outstanding leadership and relationship skills
- In depth knowledge of business functions and principles
- Experience with budgets, forecasting and metrics
- Strong time management skills and ability to prioritize work
- Expert follow through on deliverables
- Excellent communication skills with ability to present and influence
- Competent in Microsoft Office and web-based applications

Key Skills:

- Mission-Driven – passion for company mission and values.
- Organized - outstanding organizational skills and enjoys fast paced work environment. Detail oriented.
- Critical Thinking – ability to see the bigger picture and strategically work through complexities
- Communication – excellent interpersonal, verbal and written communication skills; ability to communicate clearly and concisely.
- Time Management – follow through with deadlines and commitments; manage and organize competing priorities.
- Self-Motivation – takes initiatives and anticipates needs and actions required. Has a can-do enthusiastic attitude with a strong work ethic.
- Flexibility and adaptability - ability to succeed in a fast-paced, changing environment and be open and flexible to changing demands; pitch in where ever is needed.
- Strong computer skills including Microsoft Office, Word, Excel and Adobe Acrobat.

Please send resumes to: Britney@healthdesigns.net

Health Designs

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