

Bermuda HealthCare Services & Brown-Darrell Clinic Practice Manager

The successful candidate must possess significant operating success in a healthcare leadership role with a minimum of three (3) years hands-on management and supervisory experience. Responsibilities will include: the management of staff, and the day-to-day and overall administration and management of large and growing medical practices as well as business development.

Requirements: Education at Bachelor's Degree level or higher is desired. Proven management skills in a clinic or private practice setting are highly preferred. Excellent writing skills and multi-tasking abilities are essential. Knowledge of the business of medicine and understanding of modern management theories; staff training and development and recruitment; and, extensive knowledge of MS Office applications and Cerner Healthcare are all desirable. Must be proficient in revenue cycle management and electronic claims processing. Must be willing to work extended hours as required to ensure the job gets done.

Please email an updated resume, and two employment references to **humanresources@bhcs.bm** or by mail to 19 The Lane, Paget PG 05, Bermuda.

Phone: 441-236-2810.

Deadline: February 24, 2023