

landscape

A unique opportunity for a progressive professional who wants to take a prominent role in a social healthcare venture to 'make a difference.'

Who are We?

The Clinic is a premier destination for comprehensive respiratory care in Bengaluru, headed by Dr Ravindra Mehta, and fortified with an excellent team. We specialize in Pulmonology, asthma, allergy, and sleep medicine, and offer cutting-edge diagnostics and state of the art therapeutics. Our team of experts have collective experience of over 75 years in respiratory wellness, and we offer end to end Respiratory clinics, patient education, and services under one roof.

What we are looking for:

Position: Operation Manager/Lead for the Clinic

Job Description

The lead is expected to manage the following aspects:

Clinic Operations and Management

- Lead organization and successful implementation of all clinics (on and off-site)
- Develop comprehensive schedules and timelines for all clinic activities, ensuring efficient resource allocation and operations.
- Oversee the setup and breakdown of clinic sites, ensuring they meet health and safety standards while increasing operational efficiency.

Stakeholder Management

- Coordinate efforts between healthcare professionals, including doctors, pharmacists, and nurses, as well as non-medical staff such as volunteers and administrative personnel – Ensure availability of required professionals for clinics with appropriate backup plans.
- Engage with community leaders, unions, and organizations to encourage participation in free health screening services.
- Lead fund-raising for clinic by developing new leads, managing existing relationships, writing grant proposals
- Identify and engage with potential implementation partners (example: non-profit organizations)

Documentation and Data Management

- Ensure meticulous documentation of all clinical activities and maintain comprehensive records of participant health data.
- Support data analysis on health outcomes to assess the impact of the clinic's services and identify areas for improvement
- Prepare and present weekly and monthly reports summarizing activities, outcomes, challenges, and the status of ongoing projects.

Promotion and Advocacy

- Utilize various platforms, including social media, newsletters, and public events, to raise awareness and promote the clinic's activities
- Represent clinic in community and industry forums to forge new partnerships and enhance public engagement.
- Spearhead initiatives to nominate the clinic for awards and recognition to build credibility and attract further support.

Volunteer Engagement and Training

- Recruit, train, and manage volunteers, providing them with the necessary information and support to assist effectively at the clinics.
- Develop roles for incoming volunteers and keep them engaged for current and future opportunities.

Logistics' Coordination

- Scout and secure locations that can accommodate clinic needs and are accessible for participants.
- Manage the procurement, storage, and distribution of medical supplies and equipment.
- Address logistical challenges swiftly to ensure seamless clinic operations.

Candidates must possess the following qualifications and skills:

- A master's degree in social sciences/public health/experience in handling such projects
- A minimum of 5 years of experience in either non-profit or for-profit organisations with a proven record of managing responsibilities relevant to the advertised role.
- Excellent organizational, multi-tasking and time-management skills.
- Excellent written and spoken English and proven ability to communicate clearly. Ability to converse in Kannada required.
- Evidence of managerial capability and ability to work independently on assigned responsibilities will be added advantage

Remuneration: We are offering upto INR 6,00,000 per annum for the position.

Interested candidate please share your cv at:

contact@pmspl.net.in

