Clinic Operations Manager

Job ID
40091

DOCTOR Z'S HEALTH MANAGEMENT LTD. DBA Geng Ze Tang Chinese Medicine Clinic

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LOCATION	DATE POSTED	EXPIRY DATE
8067 Granville Street, Vancouver, BC V6P 4Z5, Vancouver, BC| British Columbia	14-05-2026	10-11-2026

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD $55 per hour; 35 hours per week	5 year or more	Bachelor's degree

Job Details

Employer: DOCTOR Z'S HEALTH MANAGEMENT LTD. DBA Geng Ze Tang Chinese Medicine Clinic

Position: Clinic Operations Manager

NOC: 30010 – Managers in health care

Wage: $55/hour

Hours: 35 hours/week

Job Type: Full-time, permanent

Language of Work: English

Work Location: 8067 Granville Street, Vancouver, BC V6P 4Z5

Company Profile

DOCTOR Z'S HEALTH MANAGEMENT LTD., doing business as Geng Ze Tang Chinese Medicine Clinic, operates a traditional Chinese medicine clinic in Vancouver, British Columbia. The clinic provides traditional Chinese medicine-related services, including acupuncture, Chinese herbal medicine, moxibustion, cupping, scraping, tuina, and related health management support.

The clinic serves clients with wellness and health-management concerns involving pain management, post-stroke recovery support, digestive wellness, respiratory wellness, women’s health, children’s health, obesity, and health concerns associated with high blood pressure, high blood sugar, and high cholesterol.

To support its continued service development and operational needs, the employer requires a Clinic Operations Manager to improve clinic operations, standardize service procedures, support health service quality management, coordinate non-clinical patient education and follow-up systems, and assist with long-term service planning.

How to Apply

Please send your resume and cover letter by email to: doctorzhang20230315@outlook.com

Only qualified candidates will be contacted for an interview.

Job Description

Job Duties

The Clinic Operations Manager will perform the following duties:

• Plan, direct, manage, control and evaluate the clinic’s overall health service delivery operations, including the effective use of practitioners, support staff, treatment rooms, equipment and other clinic resources.
• Work with the clinic owner and licensed practitioners to establish and maintain clinic service delivery standards, patient communication procedures, privacy practices, documentation procedures and follow-up processes.
• Develop and maintain internal evaluation systems to monitor the quality, consistency and efficiency of clinic services provided to patients.
• Monitor the use of clinic facilities, treatment rooms, equipment, supplies, records and scheduling resources to ensure effective and safe use of clinic resources.
• Develop and implement plans for new clinic service programs, special projects, workflow improvements, equipment and supply purchases, and future staffing needs.
• Plan and control the clinic’s operating budget in consultation with the clinic owner, including staffing, supplies, equipment, vendor costs and service development expenses.
• Represent the clinic in non-clinical communications and meetings with suppliers, service providers, consultants, community organizations and other external stakeholders.
• Lead administrative and support staff, coordinate the operational work of clinic personnel, and ensure staff follow clinic service standards and procedures.
• Manage the recruitment, onboarding, training and professional development procedures for clinic staff.

Job Requirements
• A bachelor’s degree or above in medicine, health science, health administration, public health, hospital administration, or a related discipline is required.
• A graduate degree in medicine, health science, health administration, public health, or a related field is preferred.
• At least five years of experience in health care management, clinic or hospital operations, clinical service administration, health service quality management, or related health service leadership is required.
• Experience supervising health care professionals or support staff, developing health service procedures, managing patient service workflow, and improving health service quality is required.
• Knowledge of traditional Chinese medicine, integrative health, preventive wellness, rehabilitation support, chronic disease management, or related health service areas is an asset.
• Strong leadership, communication, reporting, coordination, problem-solving, and organizational skills are required.
• English communication skills are required.
• This position does not require the employee to practise a regulated health profession in British Columbia.

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