



At Kanodia MD, we are a functional medicine practice dedicated to discovering the root cause of patients' health conditions with the result of helping our patients get well, feel well and stay well.

We are seeking an **Operations/HR Manager** for our growing entrepreneurial practice who will serve on the leadership team to enhance employees' work quality, productivity and aim to create employee satisfaction and a healthy workplace. The Manager will work to analyze and build the Company's operational policies and strategies that keep the organization functioning smoothly. Additionally, the Operations/HR Manager will design and oversee the HR operational programs, processes, and policies including employee onboarding, development, performance management, or engagement. This proactive approach will be done to

If you are dedicated to helping people and motivating them to improve their overall wellbeing and looking for a career with a practice that helps patients get well, stay well, and live well, and where all employees can contribute, learn and grow, Kanodia MD is right for you.

Key Responsibilities:

Operations ~ 50%

- General clinic/office operations including policy and procedure development, as well as collaborating with the owner to create sustainable clinic practices.
- Long-term planning to create initiatives that further the company's overall goals.
- Communicating with the owner about shifting company priorities and projects.
- Coordinating different teams to foster exchange of ideas and provide cross-team learning opportunities.
- Assessing and analyzing departmental budgets to find ways to minimize expenses and optimize profits.
- Identifying potential problems and points of friction and working to find solutions to maximize efficiency and revenue.
- Identifying opportunities to expand or shift course to take advantage of changes in functional and integrated medicine practices.
- Provide insight and input into marketing strategies and priorities.

Human Resource ~ 50%

- Review/input invoices, office expenses, and bills and forward information to bookkeeper.
- Manage AP/AR and payroll and coordinate with the bookkeeper to produce regular reports for management.
- Oversee recruitment, selection and the onboarding process.
- Ensuring that a company's procedures comply with employment regulations.
- Monitoring various aspects of an employee's performance, such as attendance and sick leave.
- Assessing the need for training and then designing and implementing training programs.
- Conducting employee reviews and evaluations.
- Handling any disciplinary processes and formal grievances,
- Setting and reviewing pay structures and employee perks and benefits.
- Inspiring and motivating employees to perform at their best through positive encouragement and incentive initiatives such as Roundtable discussions, Book Club, and celebrations.



Essential Skills:

The successful candidate for this position will have, at minimum, the following skills and characteristics.

- Big picture thinking is key to addressing top-level concerns and finding the best path forward.
- Interpersonal skills to communicate with both owner and staff to create and administer policy.
- A thorough understanding of financial and budgeting processes and principles to assess the Company's earnings and spending to find areas for improvement.
- Strong personal and professional judgment.
- Organizational skills and the flexibility to jump from priority to priority.
- Excellent communication skills, including the ability to listen and effectively verbalize ideas.
- Strong leadership skills to guide the office team and support and motivate staff.
- A solid understanding of the key principles of employment law.
- The ability to remain calm in stressful situations and handle staff conflicts with ease.
- Knowledge of the relevant computer systems/software programs including HR and payroll.
- Integrity and high value on ethical and moral behavior regarding clinic operations, patient confidential information, and overall clinic interactions.
- A commitment to a healthy living philosophy and a positive, can-do attitude.

Education/Experience:

- A Bachelor's Degree in operations, business management or related field.
- 3-5 years of experience managing operations and/or HR in small entrepreneurial businesses.

Work Environment:

- This position works within a professional office environment. Professionalism and discretion are required. This role uses office equipment such as computers, phones, copiers, mobile devices.

Compensation and Benefits:

Kanodia MD offers a competitive salary with bonuses and a wonderful benefits package including medical, 401-K plan with company match, Paid Time Off, Holiday pay, and free parking.

Candidates must be legally authorized to work in the United States without sponsorship. This position is physically located in central Ohio and no relocation is offered.

PLEASE NOTE THAT WE ARE PARTNERING WITH GO-HR TO FILL THIS POSITION. Any inquiries to Kanodia MD will be directed to GO-HR. Please send cover letter and resume to info@go-hr.biz.

Kanodia MD is an Equal Opportunity Employer and does not discriminate based on military or veteran status or any other legally protected classification. This is a drug-free environment. This job description is designed to be a good representation of the job requirements but is not a comprehensive listing of activities, duties or responsibilities required of the employee.