



Are you looking to join a close-knit team focused on **excellence, integrity, and respect**? If so, **Park Equine Hospital** is the perfect place to elevate your career while making a difference in the lives of horses and their owners in the role of **Practice Manager**. This position will oversee all daily operations, including developing and implementing systems, policies, and processes needed to manage current and future activities. The ideal candidate will have experience in management and be able to multi-task in a fast-paced environment and interact with doctors, non-doctor personnel, and clients, handling various facets of the overall operations.

Nestled on a spectacular 26-acre property surrounded by Kentucky's iconic horse farms, Park Equine Hospital stands as a **boutique sanctuary for equine care**. In the heart of horse country, PEH is dedicated to delivering personalized and comprehensive services for all breeds and disciplines—from the beloved backyard pony to the elite performance champion. Whether it's routine check-ups or life-saving procedures, our expert team is committed to providing world-class care.

**Essential Duties and Responsibilities** of the Practice Manager include the following.

- Manage all employees and operational processes (SOPs) of one practice location to ensure consistency and unification of the overall operation.
- Promote a client-centered environment and facilitate programs and processes that meet client needs.
- Promote a cooperative working environment among staff members; understand the value of teamwork; show enthusiasm and willingness to perform as necessary to help the practice function as a unit.
- Review/approve timecards from automated time & attendance tracking, and review bi-weekly payroll.
- Assist with weekly and monthly reporting and participate in monthly financial reviews.
- Assist with inventory management, cycle counts, and establishment of min-max standards.
- Manage/assist in preparing budgets, identifying innovative steps to improve efficiency, reduce expenses, and increase company profitability.
- Oversee/assist with compliance and regulatory matters, including controlled substance recordkeeping and reports, workplace safety, etc.
- Assist with administrative affairs, including the negotiation of vendor contracts, communications of legal matters, and the management of liability claims.
- Assist with identifying individual and company performance measurements and implement appropriate incentive plans working with Lead Veterinarians and Human Resources.
- Enhance the public image and recognition of the Practice's name within the industry through branding initiatives, social media, community outreach, new business development, and strategic partnerships.



- Organize recruitment and placement of required employees, ensuring organizational structure and delegating tasks and responsibilities.
- Evaluate performance on an on-going basis with employees and handle, along with Human Resources, all disciplinary actions with employees when necessary.
- Assist in developing policies and coordinating activities with Human Resources, such as written job descriptions, interviewing, hiring, compensation, benefits, and training.
- Organize and conduct weekly/monthly meetings involving Lead Veterinarians, Associate doctors, interns, and/or staff, including strategic planning sessions.
- Utilize the practice management system effectively.
- Perform other duties as assigned.

### **Qualifications**

- A college degree is preferred, or equivalent experience in management is required.
- Human Resource experience desired.
- Knowledge of Microsoft Office (Outlook, Word, and Excel) is required.
- Knowledge of QuickBooks preferred.
- Knowledge of veterinary practice management system, HVMS, preferred.
- Strong business writing and oral communication skills are necessary.
- Must possess strong research and follow-up skills.

### **Schedule**

The schedule is **Monday through Friday** from 8:00 am to 5:00 pm, and occasional work on weekends.

As part of the Altano Group, Park Equine Hospital believes that taking care of our team members is the key to providing the best care for our patients. We offer a comprehensive list of benefits that includes generous PTO, parental leave, a self-care wellness platform, health and ancillary insurance, long-term disability insurance, and a retirement plan with a 3% match. Additionally, we provide access to many educational and collaborative opportunities, ensuring our team's well-being and professional growth.