



<b>Job Title</b>	HHC Manager
<b>Reporting Manager</b>	Owner, Phil Hauser
<b>Date</b>	February, 2020

### **Job Purpose**

The HHC Manager is responsible for managing the day to day activities of the Home Health care division. Formulating overall strategy, managing people and establishing policies and procedures. The Manager should have strong leadership skills, confident decision- maker, helping staff grow and thrive while being productive and ensuring targets and profits are on the rise.

### **Duties and Responsibilities**

- Co-ordinate the daily activities of all departments including sale, service, support staff and warehousing
- Liaison and maintain positive relationships throughout the communities we service
- Oversee day-to-day operations
- Design strategy and set goals for growth
- Maintain budgets and optimize expenses
- Set policies and processes
- Ensure employees work productively and develop professionally
- Oversee recruitment and training of new employees
- Evaluate and improve operations and financial performance
- Direct the employee assessment process
- Prepare regular reports for upper management
- Ensure staff follows health and safety regulations
- Provide solutions to issues (e.g. profit decline, employee conflicts, loss of business to competitors)
- Ensure staff are adhering to all expectations of their job description
- Negotiation sales contracts with manufactures, vendors and community partners
- Reviewing margins and setting targets

### **Reporting**

- Reviewing, discussing and updating sales reports

### **Qualifications**

- Proven experience as a General Manager or similar executive role

- Experience in planning and budgeting
- Knowledge of business process and functions (finance, HR, procurement, operations etc.)
- Strong analytical ability
- Excellent communication skills
- Outstanding organizational and leadership skills
- Problem-solving aptitude

### **Working conditions**

- Office and warehouse environment
- Sitting and working on a computer
- Driving, clean driving record

### **Hours of work**

- Monday – Friday, 7.5 hrs/day
- 30 min unpaid lunch

If you are enthusiastic about working in a dynamic, award winning team, please forward your resume and cover letter to [phil@hauserspharmacy.com](mailto:phil@hauserspharmacy.com). We appreciate all submissions! However, only those applicants selected for interviews will be contacted