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# Example of Center Manager Job Description

Our growing company is searching for experienced candidates for the position of center manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for center manager

* Maintains an inventory of supplies and equipment in compliance with fiscal regulations, in conjunction with designated fiscal staff person
* Shares information from meetings with doctors and staff
* Interact with CareNow home office and other locations to provide continuity of care
* Work close with Front Desk Supervisor
* Implement OSHA/Safety in-service in timely manner as needed
* Performs duties according to provider’s orders, Nursing practice under state law and in compliance with company policy and procedures
* Participates in all ordinary functions of management including interviewing and selection of clinic staff, disciplinary actions and performance evaluations
* Creates a work schedule for all clinic positions including APPs based on clinic needs
* Works closely with the Area Manager, Medical Staff, Front Desk Coordinator and all clinic staff to maintain smooth operations and high customer satisfaction
* Independently implement, administer and evaluate day-to-day activities of the Center

## Qualifications for center manager

* Exposure to hazardous chemicals, extreme temperatures and to blood borne pathogens
* Exposure to human source products and various chemicals including isopropyl, ethyl alcohol, carbon dioxide, iodine, bleach, germicide solution
* ARRT (R) or ARRT (MR) and state license, if applicable
* ARRT (MR) Registry preferred
* Minimum of 3-5 years of management experience in an applicable Imaging or Oncology center, hospital, physician's office or other related setting with previous supervisory experience required
* Must have excellent communication skills (verbal and written) with demonstrated experience in developing customer focused teams that achieve results