



Job Title: Practice Administrator

Location: Lake Charles (Overseeing 3 Locations)

Type: Full-Time

About the Practice

Join our thriving pediatric group dedicated to providing exceptional care to our community. With **3 locations**, a powerhouse team of **7 Pediatricians**, and **4 Nurse Practitioners**, we are looking for a dynamic leader to streamline our operations and support our mission of healthy kids and happy families.

The Role

As the Practice Administrator, you aren't just managing a clinic; you're steering the ship. You will oversee the business, administrative, and clinical operations across all three sites, ensuring our providers can focus on what they do best: caring for patients.

Key Responsibilities

- **Operational Excellence:** Manage daily operations across 3 sites, ensuring consistent workflows and staffing.
- **Financial Stewardship:** Oversee billing, budgeting, payroll, and revenue cycle management to ensure fiscal health.
- **Human Resources:** Lead recruitment, onboarding, and performance management for administrative and clinical support staff.
- **Compliance & Strategy:** Ensure adherence to healthcare regulations (HIPAA/OSHA) and drive strategic growth initiatives.
- **Provider Support:** Act as the primary liaison for our 7 Physicians and 4 NPs to optimize scheduling and clinical efficiency.
- **Experienced:** 5+ years in healthcare management (Pediatric experience is a major plus).

- **Multi-Site Pro:** Proven track record of managing multiple locations simultaneously.
- **Tech-Savvy:** Expert knowledge of EMR systems and practice management software.
- **Leader:** A natural communicator who can motivate a diverse team and handle the "peds" pace with grace.

Benefits

- Competitive salary and performance bonuses.
- Comprehensive health, dental, and vision insurance.
- 401(k) with employer match.
- Generous PTO and paid holidays.

Apply Now

Send your resume and a brief cover letter to: gregivey@thepediatriccenter.com