



## ***ASSISTANT CLINIC MANAGER***

**QueensCare Family Clinics** is a creative, forward-looking non-profit organization of six clinics, operating as a Federally Qualified Health Center dedicated to serving low-income families in Hollywood, central and east Los Angeles. We are committed to providing high-quality care and offer numerous services including pediatrics, family medicine, ob-gyn, dentistry, optometry and health education.

We are seeking a **full-time Assistant Clinic Manager** to provide professional medical services to one of our six clinics. The ideal candidate must have exceptional communication and analytical skills to support the Clinic Manager in managing a fast-pace work environment.

### *Qualifications:*

- High School Diploma/GED equivalent required.
- Bachelor's degree preferred
- Minimum 3 years of supervisory experience
- Strong supervisory and leadership skills
- Strong communication, interpersonal and customer service skills
- Self-confident, energetic, analytical and detail-oriented
- Proficient with various computer applications such as MS Word and Excel
- Experience working in a healthcare field preferred
- Medical Assistant background preferred

### *Salary/Benefits:*

We offer a competitive compensation, benefits and retirement package.

### *Contact:*

Danyel Gardiner, Human Resources Assistant  
1300 N. Vermont Ave., Suite 502, Los Angeles, CA 90027  
Fax: (323) 660-0359  
Email: [Careers@queenscare.org](mailto:Careers@queenscare.org)  
Website: [www.queenscarefamilyclinics.org](http://www.queenscarefamilyclinics.org)