

Join our dynamic **multidisciplinary team** at Maroondah Osteopathy and Sportscare!

**MAROONDAH OSTEOPATHY & SPORTSCARE**

# OPERATIONS MANAGER

**(0.8 FTE)**



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## Who Are You?

Are you **ultra-organised**, **calm-under-pressure** and **friendly**? Do you have the interest and ability to help keep a busy Allied Health practice running smoothly behind the scenes?

We are seeking a **Practice Operations Manager & Executive Assistant** to the Director who can support an allied health team of 19, consisting of Osteopaths, a Dietitian, Exercise Physiologists, Remedial Massage therapists, and a current reception team of 4. We are looking for someone who loves **efficiency** and communicates with **clarity** and care. If you're someone who takes pride in completing tasks with excellence and can juggle multiple priorities with ease and feels like systems are part of who they are – we'd love to meet you!

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## About Us

We are a well-established clinic (15 years in this location) in a small group of shops in North Ringwood. Maroondah Osteopathy & Sportscare are a team of dedicated health professionals working together to create a supportive, caring, and high-functioning environment for both our clients and team. Our core values of **understanding, growth, personalised care, empowerment** and **community** are important to us.

We are very proud to support and provide services to the North Ringwood community and fulfil our mission of providing amazing professional health services to our patients with integrity to maximise their involvement in all that life has to offer!



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## **About the Role:**

### **In this dynamic dual role, you will:**

- Provide high-level administrative and executive support to the Director
- Oversee and optimise the day-to-day operational functions of the practice
- Coordinate internal projects from start to finish with precision and timeliness
- Maintain accurate documentation, schedules, and reporting systems
- Liaise with staff, patients and the Director
- Contribute to the continued growth and smooth running of a values-driven practice

### **Desirable Skills:**

- Advanced Microsoft Office Suite – Outlook, Word, Excel and PowerPoint
- Exceptional organisational and time-management
- Excellent written and verbal communication
- A proactive and solutions-focused mindset
- Strong attention to detail and accountability for deadlines
- The ability to work autonomously while collaborating with a supportive team

### **Qualifications & Experience**

- Previous experience in a similar EA, Office Manager or Project Coordinator role
- Experience in the healthcare, allied health or medical industry (desirable but not essential)
- Familiarity with practice management software or systems would be a bonus.

Please send your cover letter and resume to Megan Kenney - [megan@maroondahosteo.com.au](mailto:megan@maroondahosteo.com.au).