

The Company

Oriental Remedies Group (ORG) comprises of *Oriental Remedies Clinic* - a leading patient-centered healthcare provider offering effective treatments grounded in Traditional Chinese Medicine (TCM) and enhanced with medical technology, and *Oriental Remedies Store* - our retail pillar.



We are a modern TCM start-up that grew from 2 to 60 people strong in merely 4 years. Despite the pandemic, we continued with our expansion to provide more patients with quality healthcare. We recently opened our flagship clinic in Orchard and will be starting at our fifth location in July 2023.

Not only were we awarded the Best TCM Clinic of The Year in Asia Pacific by Global Health Asia-Pacific in 2021, but we were also featured during Prime Minister Lee's 2022 May Day Rally speech for our safe and conducive workplace policies.

ORG does things differently - we believe that our employees are the key drivers of the company. We provide our employees with equal opportunities to initiate change and have a say in the work that they do while supporting them with coaches to guide them through challenges. With Employee Growth in our DNA and our belief that a good life begins with a good company, we hope to grow our team with dynamic talents who are independent workers committed to a growth mindset.

If you think you have the skills to power Oriental Remedies Group's growth, apply now!

Find us on:

👉 <https://www.orientalremediesgroup.com/>

👉 <https://www.instagram.com/orientalremedies/>

👉 <https://www.facebook.com/Orientalremediesgroup>

Clinic Manager

Job Responsibilities

- Oversee the day-to-day operations of the clinics.
- Leading a team of clinic consultants, therapists and point of contact as well as influencing Physicians to ensure that all the clinics' daily operational activities are running smoothly and effectively and monthly's clinic sales target are achieved.
- Coordinate and communicate between patients, employees and management team.
- Manage and approve company budgets, assign tasks and schedule of weekly work shifts.
- Implement policy changes, planning of employees' development and training programmes, as well as involving in the recruitment process.
- Regularly evaluate, develop and implement new protocols to optimize patient care and to improve clinics' operations, staff performance and productivity.
- Performing quarterly employee reviews and gathering feedback to help employees achieve both the organisation and their individual professional goals.
- Ensure that all policies and procedures function in accordance with state and federal laws.
- Supervise and manage clinics' purchases, inventory, maintenance and repair of clinic equipment.
- Being present at the different clinics daily to support the team, including handling difficult patient situations.
- Involve in clinic promotional activities and propose new strategies for business growth.
- Assist in any additional ad-hoc tasks assigned by the Company.

Job Requirements

- Minimum diploma in healthcare, retail, sales or any similar field.
- Great analytical and decision-making skills to exercise decision making processes.
- Possess strong organisational, leadership skills and problem-solving skills.
- Good verbal, written and communication skills
- Ability to effectively manage time and multitask.
- Comfortable with working in a high pressure and fast paced environment.
- Know how to prioritise tasks and work independently.
- Comfortable working with Microsoft Office and Google Suite.

Job Highlights

1. Annual Leave - 18 days onwards
2. Birthday Leave - We believe employee should take a day off to celebrate their birthday with their loved ones
3. FREE TCM services and Tech-enhanced therapies for our employees, and 50% discount for employees' family members!
4. Attractive and Good Commissions Entitlement
5. Flexible work location
6. Great working culture - Fun and enjoyable workplace that embraces Diversity and Work-life balance/harmony

Why Should You Join Us?**GREAT CULTURE AND ATMOSPHERE:**

Because you will be working along with amazing and crazy fun people. We have cyclists, chefs, yogis, gamers, athletes, animal lovers, motivational and inspirational trainers, foodies, and many more. You'll definitely love your #workfam.

GREAT SALARY PACKAGE AND BENEFITS:

Because we offer benefits which are most desired and valued by people. We believe that the people in the team are the backbone of the company, the core of everything we do. This is why we invest so much in our employee's welfare and future.

GROWTH AND CAREER DEVELOPMENT:

Because the sky's the limit and we firmly believe that our employees' growth, development, and well-being are the most significant factor. We hope to grow with our employees, we want our people to shine brighter as they progress with the company.

DIVERSITY:

Because we value equity and inclusion. We are an equal opportunity employer who makes decisions without regard to age, identity, gender, race, colour, ethnicity, etc. We encourage our employees to be their true selves at work.