



LANDMARK STAFFING

Office Manager

Position Title: Office Manager

Location: Grand Junction, CO

Pay Rate: \$25 per hour

Hours: 32–40 hours per week

Company Overview

At Western Slope Rehab and Performance, we are dedicated to providing exceptional physical therapy care to our patients. Our team values transparency, accountability, and consistency in every aspect of our work. We're looking for an Office Manager who can help support our mission by ensuring our operations run smoothly and our patients receive the best experience possible.

Position Overview

The Office Manager plays a key role in managing administrative operations, scheduling, and billing for our growing practice. This position requires excellent interpersonal communication, the ability to learn quickly, and strong critical thinking. The ideal candidate is organized, proactive, and thrives in a dynamic healthcare environment.

Key Responsibilities

- Oversee daily office operations and administrative functions
- Manage billing and medical scheduling with precision and attention to detail
- Support management with decision-making and process improvement initiatives
- Maintain organized and compliant recordkeeping systems
- Provide exceptional customer service and foster positive patient relationships
- Coordinate communication between patients, staff, and external partners
- Ensure office procedures are followed and updated as needed



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Qualifications

- Proven experience in office management, administration, or healthcare administration
- Strong organizational, communication, and problem-solving skills
- Experience with billing and scheduling software preferred
- Process-oriented with the ability to make informed decisions independently
- Proficient in Microsoft Office Suite and general office technology
- Open to learning to integrate AI tools into daily workflow and decision making

Benefits

- PTO Plan: 120 hours per year, accruing from day one
- Simple IRA: Available after a waiting period
- Health Benefits: Contributions to an ICHRA (Individual Coverage Health Reimbursement Arrangement), beginning day one