

OFFICE MANAGER

TITLE OF IMMEDIATE SUPERVISOR: ADMINISTRATOR

RISK OF EXPOSURE TO BLOODBORNE PATHOGENS – LIMITED

DUTIES
Oversees the operations of the office, including maintaining current employee personnel files, answering all phone calls, preparing and maintaining the Agency's payroll system, and compiling statistics necessary for the Administrator
RESPONSIBILITIES
Maintains all staff and contract personnel files
Maintains master files of personnel evaluations and makes copies, on monthly basis, for the appropriate department supervisor
Keeps all evaluation forms current
Sends deficiency notices to personnel
Acts as Receptionist for the office, answering inquiries of general nature from applicants, visitors, and professional staff, assisting them in a friendly and cooperative manner
Assists in miscellaneous bookkeeping functions
Submits bills to appropriate healthcare agencies
Assists the full-time and part-time payroll procedures

Assumes various duties, as directed by the Administration, in the area of personnel and accounting

JOB CONDITIONS

Position is stressful in terms of meeting deadlines.

It is primarily a desk job, which essentially involves sitting, standing, stooping, and walking, as well as an inordinate amount of telephone communication.

Travel is required, by car or airplane to local, out-of-town or state seminars, conferences, or meetings.

It requires minimal lifting of office records and printouts.

The ability to read 12 point, and larger, type, is required.

One must be able to hear adequately on the telephone, with no more than an amplifier, and be able to communicate, both, verbally, and in writing, in English.

EQUIPMENT OPERATION

The job requires the ability to utilize a PC, calculator, multi-line telephone, and other related office equipment.

COMPANY INFORMATION

Has access to all patient medical records and patient financial accounts, personnel records and company financial records, which may be discussed with all management staff, including Governing Body

QUALIFICATIONS

1. High school diploma or equivalent

2. Experience as a coordinator or office manager, preferably in the health field

3. Should be a skilled organizer able to manage office files, logbooks. and staff schedules

4. Must possess light secretarial skill and have a polite telephone manner

ACKNOWLEDGMENT

EMPLOYEE NAME:

EMPLOYEE SIGNATURE:

DATE: