

Hospital Council of Northwest Ohio
Job Posting

Job Title: Office Manager
Reports To: Office Administrator
Hours: Monday through Friday (8am-5pm)
Hourly; nonexempt, 40 hours per week
In Office, M-F daily

Summary: Assists the organization with managing office services, organizing office operations and policies/procedures, support Administration in scheduling appointments and preparing documentation/reports, providing support to Operations for IT, point person for office equipment and supplies, provide general support to visitors, and various other tasks as assigned.

Position Qualifications:

- Bachelor's degree preferred in Business, Healthcare or related field; Associate degree required.
- Previous Office Management experience in a healthcare setting desired.
- Experience in a fast-paced office environment preferred.
- Demonstrated ability to communicate effectively verbally and in writing.
- Demonstrated ability to organize and work independently.
- Microsoft Office Suite software; including Word, Excel, PowerPoint, and Teams.
- A self-starter, able to work as a member of a team in a complex environment.
- Detail-oriented, capable of multi-tasking, prioritizing tasks.
- Dependable, reliable, must report to work on time.
- Valid driver's license, auto insurance and reliable transportation.

General Responsibilities:

The Office Manager is responsible for managing the general operations of the office. Responsibilities include managing of office services by ensuring office operations and policies/procedures are organized, correspondences are controlled, analyzing and monitoring internal processes for efficiency, maintaining efficient filing system, completing documentation for review and approval, supporting Administration in scheduling meetings/developing PowerPoint slides and presentations, maintaining and ordering of office supplies, providing support for Operations for IT equipment set up/IT supplies/IT inventory/IT compliance, point person for office visitors, and other duties as necessary to ensure maximum effectiveness of the office environment.

If interested and qualified, please send cover letter and resume to:
Dee Geer, Office Administrator at dgeer@hcno.org.

HCNO is an Equal Opportunity Employer. We encourage women, minorities and qualified candidates with disabilities to apply. We offer a competitive salary commensurate with experience, along with a comprehensive benefit package.