

TRI-COUNTY HEALTH NETWORK



Position: Office Manager - Telluride

Direct Supervision: Executive Director

Status: Non-Exempt, Part-Time – 24 hours a week/minimum 4 days a week

JOB SUMMARY:

Under the general direction of the Executive Director, the Office Manager will be responsible for the general operation of our office. Duties will involve greeting visitors, answering incoming phone calls, purchasing office supplies, taking proper inventory, and developing organizational processes and systems, including billing, accounts payable, payroll, and scheduling.

DUTIES AND RESPONSIBILITIES:

May include the following, and other duties as assigned.

1. Oversee general office operations
2. Greet visitors, answer incoming phone calls, and provide exceptional service to our clients
3. Coordinate travel
4. Purchase office supplies and equipment and maintaining proper stock levels
5. Support Board management, including scheduling, taking minutes, preparing reports, and responding to Board Member requests and inquiries, as requested
6. Schedule meetings and appointments; provide reminders to staff when important events are upcoming
7. Organize the office supply room and develop an inventory monitoring system
8. Organize and document office operations and procedures; ensure these procedures are being followed by staff
9. Financial support including accounts payables/receivables
10. Assist with Human Resources activities, including posting job openings, pre-screening candidates, scheduling interviews, benefits administration, payroll validation, and record-keeping
11. Maintain organizational handbook. Ensure compliance to company policies
12. Own the relationship with office building management and various vendors to coordinate facilities upkeep
13. Assist in the onboarding process for new hires, including processing paperwork, setting up email & laptop, ordering business cards, names tags, and background checks
14. Work in collaboration with management team to deliver effective, engaging, and motivating All-Team meetings 4 times per year
15. Assist in the planning, organizing, securing location, and food for in-house and off-site activities such as trainings, conferences, and celebrations
16. Special projects as needed
17. Troubleshoot basic technology issues that may arise in the office

18. Other duties as required to ensure the success of the TCHNetwork.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS:

1. A high school diploma and 3+ years' experience in office administration or a bachelor's degree
2. Prior office management experience.
3. Excellent computer skills, including a high degree of proficiency in OneDrive, Microsoft Word, Excel, Outlook, and PowerPoint.

SKILLS AND QUALIFICATIONS:

1. Excellent verbal and culturally competent communication skills (in person, on the telephone, and through email correspondence).
2. Prior experience handling office responsibilities, experience in customer service, or related field
3. Highly organized multitasker who works well in a fast-paced environment
4. Must meet physical requirements: While performing the duties of this job, the employee is frequently required to sit, stand, talk and hear. The employee is required to use hands to finger, handle or feel objects, tools or controls and to reach with hands and arms. The employee must occasionally lift and/or move up to 40 pounds.

PREFERRED QUALIFICATIONS:

1. Bilingual (Spanish/English)
2. Knowledge and experience working in rural communities with diverse populations
3. Ability to meet deadlines, manage multiple projects at one time, and prioritize tasks
4. Exceptionally detail-oriented and organized
5. Flexible, adaptable, organized, energetic, creative, optimistic team player with a willingness and ability to work independently

PERSONAL ATTRIBUTES:

1. Must possess demonstrated ability to relate to individuals and families of varied ethnic, cultural backgrounds, ages and economic circumstances.
2. Ability to maintain confidentiality
3. Ability to work in a fast-paced environment
4. Strong work ethic, self-motivated, and collaborative style
5. Must be a flexible thinker, with an ability to quickly adapt to a changing environment
6. Ability to exercise forethought; to look ahead and anticipate events
7. Excellent critical thinking and consultative problem solving skills

LOCATION:

Telluride, CO