

# TRI-COUNTY HEALTH NETWORK



**Position: Office Manager and HR Administrator - Telluride**

**Direct Supervision: Executive Director**

**Status: Non-Exempt, Fulltime**

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## **JOB SUMMARY:**

Under the general direction of the Executive Director, the Office Manager and HR Administrator's role will be dynamic, including creating and maintaining a positive work environment and ensuring high levels of organizational effectiveness and communication. The Office Manager & HR Administrator will act as the point of contact for all employees, providing administrative support and managing their queries. They will be responsible for the general operation of the office, with duties including but not limited to, human resources greeting visitors, answering phone calls, purchasing supplies and materials for staff, managing schedules, and developing and maintaining organizational processes and systems.

## **DUTIES AND RESPONSIBILITIES:**

*May include the following, and other duties as assigned.*

1. Oversee general office operations
2. Manage Human Resources activities, including posting job openings, pre-screening candidates, scheduling interviews, benefits administration, payroll validation, and record-keeping.
3. Greet visitors, answer incoming phone calls, and provide exceptional service to our clients
4. Purchase office supplies and equipment
5. Schedule meetings and appointments; provide reminders to staff when important events are upcoming
6. Maintain the organization of the office supply room and develop an inventory monitoring system
7. Organize and document office operations and procedures; ensure these procedures are being followed by staff
8. Financial support including accounts payables/receivables
9. Maintain organizational handbook. Ensure compliance to company policies
10. Maintain the relationship with office building management and various vendors to coordinate facilities upkeep
11. Assist in the onboarding process for new hires, including processing paperwork, setting up email and laptop, ordering business cards, names tags, and background checks
12. Work in collaboration with management team to deliver effective, engaging, and motivating All-Team meetings 4 times per year
13. Assist in the planning, organizing, securing location, and food for in-house and off-site activities such as trainings, conferences, and celebration

14. Preparation of minutes, as requested, from various meetings.
15. Manage IT inventory
16. Manage durable medical equipment inventory
17. Assist management team
18. Special projects as assigned

**EDUCATIONAL AND EXPERIENCE REQUIREMENTS:**

1. A high school diploma or a bachelor's degree
2. 3+ years' experience in human resource and office administration
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

**BENEFITS:**

Starting salary range is \$40,000 – \$45,000 based on experience.

Great benefits: comprehensive employer health and dental insurance coverage, 10 paid holidays, 3 weeks PTO, individual retirement account (IRA) with up to 3% employer match, mental health & powder days.

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**LOCATION:**

Telluride, CO