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## **Milledgeville Office Manager Job Description:**

The Office Manager will coordinate operations and serve as front office reception in our Milledgeville location. The Office Manager will also administrate office procedures and assist with compliance administration. This is a part-time position of 25 hours per week. (Mondays: 9am – 5pm, Tuesdays: 11am – 7pm, Wednesdays: 9am – 12, and Thursdays: 11am – 5pm)

## **Office Manager Main Job Responsibilities:**

- Welcome patients upon arrival and warmly facilitate their check-in experience
- Administrate the patient schedule
- Become proficient in our Electronic Medical Record system and assist staff with troubleshooting
- Oversee building maintenance, safety, and patient privacy
- Serve as IT and phone system point of contact and submit help tickets as needed
- Order office supplies, patient materials, and other items as needed
- Ensure that the facility remains clean and organized

## **Education/Experience:**

- Office reception experience strongly preferred
- A minimum of a Bachelor's degree required

## **Qualifications:**

- Agrees to our Statement of Faith and Commitment of Care and Competence
- A "team-mindset" to contribute to and benefit from working together in order to fulfill the organization's mission
- Strong servant leadership skills required
- Strong written and verbal communication skills
- Strong administrative skills in addition to proficiency in Microsoft Office programs
- Ability to take initiative and be proactive
- Able to work with minimal supervision
- Ability to organize and prioritize work and manage multiple tasks in a collaborative setting

**Please submit cover letter and resume to:**

[info@caringsolutionspc.com](mailto:info@caringsolutionspc.com)