

Office Manager - Position Description

MAJOR RESPONSIBILITIES:

- Complete all audits, as assigned, and check thoroughly for accuracy
- Audit staff timecards weekly
- Process requests for time off
- Manage location MHP logs
- Answer incoming calls/questions
- Maintain all HIPAA requirements/communications
- Responsible for off hour security calls and/or notification to management when absent
- Greet all visitors and client families
- Miscellaneous duties as assigned by MAC management
- Maintain appropriate level of office supplies and manage requests as needed
- Support mission and associated activities
- Maintain contact information database for all center staff, clients, and transportation services
- Maintain positive relationships with staff and families
- Assist when needed with transportation companies
- Maintain quality appearance throughout center
- Communicate building/property maintenance requirements with Facility Manager
- Maintain safety of the center (locked doors, security, equipment, etc.)
- Create monthly staff newsletter

BENEFITS:

- MAC offers competitive benefits for all full-time employee's including
- Excellent PTO benefits
- Paid Holidays
- Affordable medical, dental, and vision with employer contribution
- 401 (k) with generous employer match
- Employer paid life and disability insurance

Others:

- Employee must pass all state and federally mandated criminal background checks
- Employee must meet all Minnesota Autism Center training guidelines, and application requirements as determined by the Organization
- Employee must have strong communication skills
- Employee must be able to drive, possess a valid driver's license, continuously maintain appropriate auto insurance as mandated by the State of Minnesota and have use of an automobile to travel to various worksites occasionally
- Employee must be willing to work well with a team and comply with supervisory direction

Job Type: Full-time, Non Exempt

PAY: Depends on Experience