

ST. LOUIS INTEGRATED HEALTH NETWORK POSITION DESCRIPTION

Position Title: Office Manager

Position Purpose:

Ensure smooth organizational operations by providing direct administrative support to the President & CEO, managing office activities, and serving as organization's point-of-contact for facilities and HR/Payroll, website, and IT service providers.

Primary Responsibilities:

- *Provide administrative support for leadership*
 - a. Manages President & CEO's calendar and schedules appointments. Coordinates travel and accommodation arrangements, and prepares related itinerary as required.
 - b. Prepare written communications, including but not limited to PowerPoint presentations, emails, business proposals, etc. for the President & CEO
 - c. Supports the administrative components of the annual audit working closely with President & CEO and IHN Finance Team.
- *Build and maintain strategic partnerships*
 - a. Coordinates Board communications with President & CEO including managing Board meeting calendar, agenda/packet creation, status updates, board rosters/contact information and taking board meeting minutes. Coordinates securing Conflict of Interest forms and annual financial obligations for all Board Member organizations/members on a yearly basis.
 - b. Develop and manage an ongoing communications, marketing, and branding initiatives.
- *Manage day to day operations*
 - a. Ensures the efficient operations of the IHN office including managing incoming/outgoing mail, ensuring all office equipment is operational as well as serving as point of contact for organizational vendors and contractors.
 - b. Oversee the back-office budget, which includes maintaining the office supply inventory, ordering additional supplies, and managing IHN pre-paid card account including distribution of cards and reloading funds.
 - c. Troubleshoots and resolves computer problems by communicating with computer and IT vendors.
 - d. Serves as main point of contact and site administrator for facilities and IHN's Human Resources and Payroll, website, and IT service providers.
 - e. Ensures all IHN employees are properly entered into HR system for payroll and benefits and troubleshoots employee issues when they arise with designated HR vendor representatives.
 - f. Submits bi-weekly payroll to HR vendor for processing.
 - g. May include supervision of staff and/or student workers.

- *Establish and administer policies*
 - a. Responsible for the efficient management of pertinent organizational records/documents (both digital and hard copy) including Z drive management, personnel files, monitoring document retention policy/file destruction processes and ensuring key organizational files are accessible and compliant.
- *Performs other related duties as assigned.*

Qualifications:

- Education: Bachelor's degree, or equivalent education or relevant experience to equal 4 years is required.
- Ability to work in a self-directed manner and without close supervision is preferred.
- Operates standard office equipment efficiently to include: computer, printer, photocopy machine, calculator.
- Advanced knowledge of Microsoft Office and Internet browsing software is required.

Competencies:

Incorporates basic competencies into all aspects of the position, including:

- *Organizational commitment:* Aligns own behavior with the needs and priorities of the organization.
- *Leadership:* Demonstrates confidence in serving as a champion in the formation and implementation of the IHN's objectives.
- *Service orientation:* Demonstrates a genuine desire to help others, especially those in need. Derives satisfaction from serving others. Understands people's needs and overcomes obstacles in serving them.
- *Attitude toward change:* Adapts to and works effectively with a variety of situations, individuals and groups.
- *Personal effectiveness:* Takes initiative to do more than is required in a job. Expresses self-confidence in stating opinions and when called upon to make decisions.
- *Achievement motivation:* Sets challenging objectives and works to continually improve personal performance.
- *Learning orientation:* Values and seeks opportunities to learn. Collects and uses information relevant to work-based problems.
- *Interpersonal and team performance:* Builds and maintains positive relationships with people on the job. Listens effectively to understand others.
- *Values diversity:* Treats all people with respect; seeks and considers diverse perspectives and ideas; provides a supportive work environment for a multicultural workforce; shows sensitivity to individual differences; treats others fairly without regard to race, sex, color, religion or sexual orientation; engages in personal reflection and development to address unconscious bias, demonstrates no tolerance for micro-aggressions; recognizes differences as opportunities to learn and gain by working together.
- *Quality focus:* Minimizes errors and maintains high quality by checking or monitoring data and work, and by developing and maintaining systems for organizing work and information. Actively explores ways to improve quality of output.
- *Problem-solving effectiveness:* Uses data and analytical thinking to identify problems and develop solutions.

- *Task accomplishment:* Acts resourcefully to ensure that work is accomplished within specified time and quality parameters. Is able to focus effectively on more than one task or project at a time.
- *Proven track record and requisite skill set:* Has a demonstrated track record and/or possesses the requisite skill set required to accomplish the goals and objectives set forth by the IHN. The skills and expertise required include: health care financing, financial strategies, an understanding of the delivery of local health care, and an understanding of government, regulations, policy and programs.

Reporting Relationships:

The Office Manager reports directly to the President & CEO.

Hours:

The Office Manager role is a non-exempt full-time, 40 hour per week position. General office hours are from 8:30am – 5:00pm Monday through Friday. Extended hours may be required as deemed necessary.

Work Environment:

Regular, daily travel to IHN office, CRC Staff hospital sites and external meetings required within a 30-mile radius. Rare overnight travel. Work in clean and comfortable office setting. The employee is constantly required to talk, hear, and operate a computer and mouse and phone. The employee is frequently required to walk, bend, twist, push, pull, reach above shoulder and use hands to finger, handle, or feel. The employee will occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision and distance vision.

Salary Range: \$55,000.00 - \$65,000.00. Employee will be eligible for full benefits including health, retirement and vacation benefits.

Application Instructions:

Please send cover letter, resume, reference list, and salary requirements by e-mail to:

HR@stlouisihn.org