



Job Title: Office Manager

Job Group: VII

Location: Abbott Corners Clinic, 3176 Abbott Rd, Orchard Park, NY

Reports to: Program Directors (Mental Health, Addiction Services, PROS)

SUMMARY:

Performs various office management duties. Assists Program Directors in carrying out fiscal and administrative duties. Responsible for direct supervision of 9 secretarial staff assigned to program. Clinics are open Monday – Thursday evenings. Must be able to work a varied schedule

REQUIRED KNOWLEDGE, AND SKILLS:

Excellent customer service skills, excellent organizational skills, ability to lead and direct staff, ability to problem-solve and multi-task, ability to manage projects, ability to exercise good judgment, courtesy and tact, ability to establish and maintain good working relationships with others, ability to understand and follow routine oral and written instructions, knowledge of office procedures and equipment.

QUALIFICATIONS:

Graduation from a two-year business school, AND two years of supervisory experience or High school diploma or equivalency, including or supplemented by courses in typing and computer operations, AND six years full-time paid experience, including two years at a supervisory capacity.

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