



OFFICE MANAGER

Do you believe everyone should have good health care?

Do you love organization and efficiency?

Are you good with people?

The Office Manager role at CommunityHealth is a unique opportunity to apply your skills to helping ensure quality health care for all... while working in a flexible, friendly, multicultural environment where everyone is passionate about the same goal.

The Opportunity

CommunityHealth seeks to hire a full-time Office Manager. Under the supervision of Director of Finance & Administration, the Office Manager will support the organization through a variety of administrative and clerical functions, as well as specialized support for the Leadership Team. The Office Manager will also provide oversight for facility maintenance, security, and vendor relationships to ensure safe and efficient operations for patients, staff and visitors.

Responsibilities

Administrative Support

- Serves as primary resource for callers reaching the administrative office, including the timely retrieval of all general voicemail messages. Provides information as requested and directs callers as required.
- Distributes incoming mail. Prepares and meters outgoing correspondences. Collects and delivers outgoing mail to drop box (or post office, if required). Arranges for messenger service pickup, as necessary. Maintains postage meter log and prepares purchase requisition for meter refills as needed. Monitors incoming faxes and distributes them to the designated recipients.
- Monitors office supply inventory, prepares and completes purchase orders per protocols, and places supply orders with approved vendors for all departments. Ensures that items - once received - are communicated, delivered to the proper location, and distributed/stored in the admin area.
- Serves as primary contact for office equipment repairs and maintenance (phone / voicemail system, copiers, fax machine, printers, scanners, etc.) and places services calls and supply orders when required. Serves as a resource for volunteers and staff regarding proper use of equipment in administrative area.
- Provides support to Leadership Team with Board and/or community engagements and communications and on select projects.

- Completes tasks as required per emergency closure protocols.

Facilities

- Participates in the development and updating of the facilities maintenance plan and oversees designated areas.
- Supervises the Facilities Associate to ensure that all projects are completed in a timely manner.
- Serves as primary contact and manages key facilities vendors.
- Serves on the Safety and Security Team with duties including orienting new staff.
- Manages inventory of office equipment and furnishings including oversight of recycling and disposal processes.

Human Resources/Finance Support

- Assists with posting clinic-wide messages on physical and electronic bulletin boards/platforms and other designated areas.
- Assists with new hire onboarding by providing orientation on use of office equipment and admin area resources.
- Maintains key box and distributes keys to staff per HR protocols.
- Oversees all equipment service contracts (medical and non-medical) and makes related recommendations.
- Provides additional support to Finance Department as required.
- Provides support to HR Department in the planning of staff events.
- Manages various aspects regarding preparation for and onboarding of new hires.
- Maintains administrative forms and documents.

Information Technology

- Serves as point person for staff regarding basic IT issues, trainings, etc.
- Maintains computer hardware and software inventory.
- Assists administration with ensuring IT infrastructure systems are in place and functioning properly for maximized communication efficiencies.

Qualifications

- Two years of administrative and clerical experience required; background in customer service a plus.
- Proficient with Microsoft Office Suite or related software required.
- Proficient with Zoom or related software required.
- Extensive knowledge of office management procedures.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.

- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- LIFE EXPERIENCE: We know that many of your most character-building experiences do not show up neatly on a resume. Please use an email or cover letter to tell us why you would be a good fit for this job, focusing especially on those qualifications that do not appear on your resume.

Compensation

- The starting salary range for this position is \$25-\$27 per hour, depending on experience.
- CommunityHealth values wellness and work/life balance for our employees. To that end, we offer a wide range of benefits for employees, such as a hybrid in-person/remote work schedules, health insurance, retirement savings, a variety of opportunities for paid time off, and more. Read more about our [Total Rewards Package here](#).

To apply: Interested candidates should submit a cover letter and resume (NO PHONE CALLS) to Imosley@communityhealth.org

CommunityHealth is an equal opportunity employer and is committed to building a diverse team. Bilingual (especially Spanish or Polish speakers) candidates and BIPOC individuals are strongly encouraged to apply.

NOTE: All employees are required to be fully vaccinated against COVID-19 and boosted when eligible as a condition of employment (or must obtain approval of a medical or religious exemption prior to start date).

About CommunityHealth

Founded in 1993, CommunityHealth is the largest volunteer-based health center in the nation. We provide primary and specialty care, medications, lab testing, mental health services, and health education at no charge to low-income, uninsured adults in Chicago. [Visit our website to learn more!](#)