

## **Qualifications**

The ideal candidate will have a high school diploma or GED equivalent, preferred Associate's degree in office administration, management, or related field preferred

## **Responsibilities**

- Point person for maintenance, mailing, shipping, supplies, equipment for both main office and clinical locations operated by IFHC
- Coordinate with IT Vendor(s) on all office equipment
- Manage relationships with vendors, service providers, and landlord, ensuring that all items are invoiced and paid on time
- Responsible for managing office services by ensuring office operations and procedures are organized, correspondences are controlled, filing systems are designed, supply requisitions are reviewed and approved, and that clerical functions are properly assigned and monitored
- Establish a historical reference for the office by outlining procedures for protection, retention, record disposal, retrieval, and staff transfers
- Ensure office efficiency is maintained by carrying out planning and execution of equipment procurement, layouts, and office systems
- Responsible for developing and implementing office policies by setting up procedures and standards to guide the operation of the office
- Ensure filing systems are maintained and current
- Establish and monitor procedures for record-keeping
- Monitor and maintain office supplies inventory
- Review and process office supply acquisitions
- Handle vendor inquiries and complaints
- Other Duties as Assigned

## **Requirements**

- Proven office management, administrative, or assistant experience
- Knowledge of office management responsibilities, systems, and procedures
- Excellent time management skills and ability to multitask and prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficient in Microsoft Office
- Knowledge of clerical practices and procedures
- Computer skills and knowledge of office software packages

Location: IFHC Administrative Office

Non-Exempt

Full time

Please send resumes to [info@ifhc.org](mailto:info@ifhc.org)