

**Salient Corporation  
POSITION DESCRIPTION**

<b>Position:</b> Office Manager	
<b>Department:</b> Health and Human Services	<b>Reports to:</b> Senior VP Health and Human Services
<b>Job Classification:</b> Non-Exempt	

**PURPOSE:** Support Salient Health and Human Services operations by maintaining office systems and coordinating office operations and procedures in order to ensure organizational effectiveness and efficiency.

**DUTIES & RESPONSIBILITIES:**

- Maintains office services by organizing office operations and procedures; schedules meetings and travel; controlling correspondence; designing filing systems; reviewing and approving supply requisitions; assigning and monitoring clerical functions.
- Provides historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records.
- Maintains office efficiency by planning and implementing office systems, layouts, and equipment procurement.
- Perform other related duties as required

**Complexity of Work & Decision-Making:** Medium

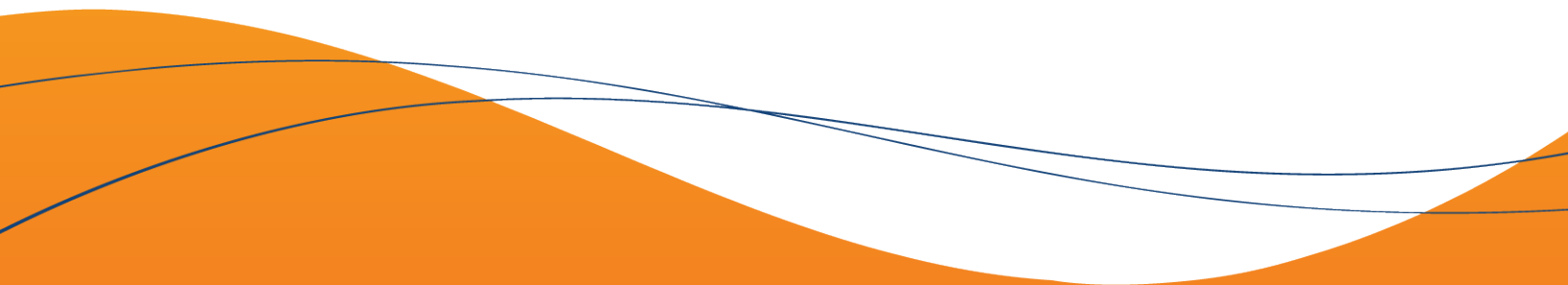
**Measures of Performance:** Organizational, accuracy, teaming and communication skills.

**QUALIFICATIONS:** To perform this position successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

**Education** Associate's Degree in Business or related field  
Bachelor's preferred

**Experience** 3-5 years professional work experience

**Required Skills or Knowledge:** The incumbent must have proficient knowledge in office administration (supply management, inventory control, tracking budget expenses, record management and informing/reporting skills), able to maintain a high level of attention to detail and accuracy in preparing and entering information, and demonstrate strong in teaming and interpersonal communication skills.



Proficient in Microsoft Office spreadsheets and word processing, email and calendar systems.

**Functional/Technical Competencies:**

The incumbent must demonstrate the following skills:

- Excellent interpersonal and team building skills
- Analytical and problem solving skills
- Decision making skills
- Effective written communications skills
- Stress and time management skills
- Developing and managing processes and standards
- Promoting process improvements

**Personal Attributes:**

The incumbent must maintain strict confidentiality in performing the duties concerning finance and personal related information. The incumbent must also be honest and trustworthy, respectful, possess cultural awareness and sensitivity, be flexible, and demonstrate sound work ethics.

**Language Skills:** Ability to read and write routine correspondence; ability to communicate effectively with staff and other individuals; ability to convey concepts clearly and concisely.

**Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to understand and communicate mathematical concepts.

**Reasoning Ability:** Ability to define problems, follow directions, collect data, establish facts and draw valid conclusions.

**Physical Demands:** Ability to spend long hours sitting and using office equipment and computers (keyboard, mouse, monitor and phone). May require lifting of office supplies and materials from time to time. Office is located in a busy, open area office and interruptions are anticipated.