Universal Medical

Title: Office Manager

Location: 103 River Rd Suite 101 Edgewater, NJ 07020

Job Type: Full Time        Salary: $14/hour

Start Date: ASAP

Job Description:

We are looking for an Office Manager to organize and coordinate office operations and procedures, in order to ensure organizational effectiveness, efficiency and safety.

The ideal candidate will be experienced in handling a wide range of administrative and executive support related tasks and will be able to work independently with little or no supervision. This person must be exceedingly well organized, flexible and enjoy the administrative challenges of running an office.

Primary Responsibilities:

• Serve as the point person for maintenance, mailing, shopping, supplies, equipment, bills, and errands
• Responsible for sending blood work to correct patient insurance covered labs
• Organize office operations and procedures
• Manage relationships with vendors, service providers, and landlord, ensuring that all items are invoiced and paid on time
• Achieves financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions
• Manage office budget, ensure accurate and timely reporting

Qualifications:

• Proven office management, administrative or assistant experience
• Knowledge of office management systems and procedures
• Excellent time management skills and ability to multitask and priorities work
• Attention to detail and problem solving skills
• Excellent written and verbal communication skills
• Strong organizational and planning skills
• Proficiency in MS Office
• Background working with Collaborate MD and Practice Fusion preferred.
• Knowledge with Prior Authorizations and Insurance verification
• Ability to speak Spanish

Application Instructions: Send Resume Officesupport@universalmedicineNJ.com