



Job Description

Job Title: Office Supervisor

Date Developed: April 2000

Statement of Purpose: Works under the supervision of the President of R-research. Performs a variety of administrative & secretarial duties for accurate and continuous flow of information/data to provide efficient and cost effective operation of the organization, rendering these services with respect for each person's own personal worth and dignity.

Essential functions:

1. Provides administrative support for the company, which includes the supervision required to efficiently conduct the day-to-day business of R-research Research Services, including evaluations and continuous maintenance of personnel files and benefit packages for all employees.
2. Provides or obtains required computer support to assure continuous operation of local and network computers.
3. Organizes and prepares appropriate documentation for bi-monthly newsletters and public relation events.
4. Provides continuous supply of all office forms and tracking requirements.
5. Maintains and secures record keeping and filing systems. Classifies, sorts and files correspondence, records and other documents accordingly.
6. Prepares weekly/quarterly meetings with local and network staff.
7. HIPPA privacy officer.
8. Maintains policy and procedures.
9. Maintains Standard Operating Procedures (SOP's)
10. Coordinates travel for meetings and seminars as needed.
11. Participates in educational opportunities to expand and improve job knowledge and skill to foster high standards of excellence, to enhance personal and professional growth, and to help R-research Research Services achieve the corporate goals set forth.

12. Maintains patient confidentiality Functions in such a way as to live out the mission and value statement of R-research.
13. Shows sufficient and ongoing knowledge of facility-wide day-to-day operations.

Marginal Job Functions:

1. Provide duplicating and printing requirements.
2. Maintains a supply of appropriate forms and office supplies for the department.
3. Performs other duties as assigned

Qualifications:

Education: Two year business degree from an accredited college or university or two year supervisory experience.

Skills: Types, operates calculator: proficiency with word processing and personal computer applications; skilled with reading, spelling and sentence structure, and basic accounting knowledge.

Impersonal Skills: Relates well with staff, patients and visitors. Maintains confidentiality.

Physical Effort:

1. Moves/lifts boxes weighing 20 pounds or less, frequently, and up to 35 pounds infrequently.
2. Sits at desk performing these functions approximately 90% of time.

Other:

1. Working conditions:

- a. Works in a temperature controlled environment, approximately 70 F. year round.

Hours of work: Works an eight hour shift weekdays.
Reports to the president of R-Research.

Prepared by: _____

Approved by: _____ Date: _____