

The Employment Opportunities for Students link on the Dyersburg State web page is provided as a service to the community. Employers seeking to post a job announcement should contact the Office of Student Services at 731-286-3240.

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Position Title: Office Manager, *Health Connect America*

Position summary:

Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing all duties of a clerical nature such as preparing correspondence/reports, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff.

Tasks:

- Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, and address complaints.
- Prepare invoices, payroll, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, or presentation software.
- Open, sort, and distribute incoming correspondence, including faxes and email.
- Perform general office duties such as ordering supplies, maintaining records management systems, and performing basic bookkeeping work.
- File, maintain, and retrieve corporate documents, records, and reports.
- Prepare agendas and make arrangements for new staff orientation and training, and other meetings.
- Ability to operate information management system (Carelogic).
- Train and supervise lower-level clerical staff
- Participate in PQI and the strategic planning process.

Skills:

- Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Reading Comprehension - Understanding written sentences and paragraphs in work related documents.
- Time Management - Managing one's own time and the time of others.
- Speaking - Talking to others to convey information effectively.
- Writing - Communicating effectively in writing as appropriate for the needs of the audience.
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems

Attributes:

- Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Written Comprehension - The ability to read and understand information and ideas presented in writing.
- Written Expression - The ability to communicate information and ideas in writing so others will understand.
- Oral Expression - The ability to communicate information and ideas in speaking so others will understand.
- Speech Clarity - The ability to speak clearly so others can understand you.
- Near Vision - The ability to see details at close range (within a few feet of the observer).

Education And Experience: High School Diploma, plus 2 years experience.

Health Connect America - go to www.healthconnectamerica.com and upload your resume