

Office Manager

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Company: Healthrix Systems LLC

Location: Rawalpindi Cantonment

Category: other-general

Office Manager

Healthrix Systems LLC, Pakistan We are a Medical Billing company based in the US. We are looking to recruit Office Manager to handle day to day activities for our Rawalpindi office.

The right candidate will be assigned following responsibilities:

Design and implement office policies

Establish standards and procedures

Organize office operations and procedures

Supervise supporting staff and evaluate performance

Prepare time sheets and update Attendance

Manage correspondences and clerical work

Manage office budget, ensure accurate and timely reporting

Maintain office equipment

Recruit and select office staff

Provide general support to visitors

Orient and train supporting staff

Coaching and disciplining staff

Design, update, maintain, protect and secure filing systems

Define procedures for record retention

Plan and implement office systems, layout and equipment procurement

Maintain and replenish inventory

Anticipate needed supplies

Perform other related duties as required

Job SpecificationExcellent interpersonal skills

Analytical and problem solving skills

Effective verbal and listening Communications skills

Attention to detail and high level of accuracy

Very effective organizational skills

Effective written communications skills

Computer skills including the spreadsheet and word processing programs, and e-mail at a highly proficient level

Information Technology and Services - Rawalpindi, Pakistan

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