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# Example of Staff Manager Job Description

Our innovative and growing company is looking for a staff manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for staff manager

* Manages staff including
* Maintains communication with Administrative Director, Quality and Patient Safety and colleagues for current updates and information related to job assignments
* Works collaboratively with department staff, both internally and corporately to insure the collection and reporting of accurate and timely data
* Maintains positive working relationship with all clinical departments
* Responds to inquiries from community members, managed care organization and other healthcare facilities regarding physician information in a timely manner
* Responds in a timely manner to requests from physicians and their office staff regarding requirements related to Medical Staff functions such as CMEs, privileges
* Administers the Physician Portal with the assistance of the Clinical Informatics Physician Liaison
* Oversees current and timely physician information and privileges to the hospital staff 24/7 on the Intranet Program
* Channels concerns of employees of other departments and volunteers regarding physician issues to the appropriate Medical Staff officers and/or Administration
* Knowledge of Microsoft Office applications, including Word, Outlook, Excel, Access and PowerPoint required

## Qualifications for staff manager

* Entrepreneurial mindset that seeks opportunity to work under an aggressive and achievable compensation plan
* Be part of at team of specialist that are viewed by the company as experts in the field
* Previous Onsite management preferred
* Experience in staff operations, chief of staff or operations roles
* Project Management/Warehouse/Logistics experience -- A Plus!
* FAE/Engineering working experiences preferred