



# Example of Medical Office Manager Job Description

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Our innovative and growing company is looking to fill the role of medical office manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for medical office manager

- Adapts business plans and priorities to address operational challenges
- Attend weekly Management and Leasing Meetings, monthly Operations Review Meetings, and other meetings in corporate home office designed to provide upper management with valuable insight into maintenance, accounts receivable, legal and leasing issues
- Maintain open communication with all tenants
- Review vendor contracts and proposals for competitiveness
- Establish schedule of preventative maintenance for each property and provide Operations Administrative Assistant with vendor information to update Master Vendor Contact List
- Create annual property budgets and monitor expenses in relation to budget
- Review and approve vendor invoices, review all invoices for appropriate account coding
- Review all Lease Agreements (Gross, Modified Gross, & Triple Net), License agreements, Addendums/Exhibits, Termination Agreements, & Assignments/Assumptions
- Effectively and equitably enforce lease provisions and policies
- Abstract new leases

## Qualifications for medical office manager

- Preference for Certified Research Administrator (CRA) or willingness to obtain if hired

- Preferred degree or demonstrate proficiency in English with writing and problem solving skills
- Ability to maintain composure and re-prioritize work in a fast changing high stress environment
- Have a working knowledge of audio-visual equipment located in conference rooms, including an ability to connect videoconference calls
- Minimum seven years of management experience, preferably in a healthcare setting.focusing on surgical procedures