



Example of Medical Office Manager Job Description

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Our innovative and growing company is hiring for a medical office manager. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for medical office manager

- Oversee the Move-out process for vacating tenants, including completing Move-out forms & Security Deposit Returns
- Monitor Aging Reports and collect delinquencies in a timely manner
- Assist in the compilation and updating of a property management file for each property which includes property rent roll, budget, acquisition pro forma, preventative maintenance schedule, floor plan, vendor contract information, property photos, leasing comparables, vendor proposals and other property information
- Oversee the collection and filing of vendor and tenant insurance certificates, lease file tenant correspondence, legal notices, estimated CAM statements and CAM Reconciliations
- Demonstrates a commitment to process improvement through focusing on quality and service
- Evaluates and develops tasks and resources in a manner which results in achievement of strategic goals and objectives
- Provides a safe environment for patients, visitors, customers and associates
- Interacts with physician, patients, and guests to ensure high standards of care are provided
- Manage a staff of approximately 25 employees and direct all staff activities including, coordinating schedules and breaks, providing training and guidance, reviewing and approving bi-weekly timecards, conducting performance evaluations
- Interview and hire candidates for open staff positions including technologist and office assistants

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- Bachelor's degree, preferably in biological, health sciences or related field – Master's preferred
 - In depth knowledge of, and skill in applying, applicable clinical research regulatory requirements – that is, Good Clinical Practice (GCP) and International Conference on Harmonisation (ICH) guidelines
 - Strong communications, presentation, interpersonal, organizational and problem solving skills
 - Good team leadership, mentoring, training, and customer service skills
 - Ability to manage competing priorities, and to establish and maintain effective working relationships with coworkers, managers and clients
 - Ability to interact effectively with a wide variety of individuals including sponsors, investigators, clinical research coordinators, administrative staff, and representatives from office of sponsored programs, clinical research organizations, other institutions, and pharmaceutical companies