

Office Manager

The Joint Commission on Health Care is looking for an Office Manager. The ideal candidate will be experienced in handling a wide range of administrative and executive support related tasks and will be able to work independently with little or no supervision. This person must be exceedingly well organized and flexible, possess excellent written and verbal communication skills, be detail oriented, and be proficient in MS Office and web design software.

Responsibilities include:

- Organize office operations and procedures
- Serve as the point person for maintenance, mailing, supplies, equipment, bills, and errands
- Organize and schedule meetings and appointments
- Work with the Executive Director to maintain office policies
- Write correspondence for the Executive Director
- Compile information for and write newsletters, annual reports and other documents
- Coordinate with IT department on all office equipment
- Maintain the Commission's website
- Manage relationships with other state agencies and vendors, ensuring that all items are invoiced and paid on time
- Provide general support to staff and Commission members.

Salary will be commensurate with qualifications and experience. To be considered for this position, a cover letter and resume must be received no later than 5:00 p.m. on July 6, 2016. Email resume to jhcjob@jhc.virginia.gov or Joint Commission on Health Care, P.O. Box 1322, Richmond, VA 23218.