



## JOB ANNOUNCEMENT

JOB TITLE	POSITION NUMBER
Office Manager-FOPC	
POSTING DATE	DEADLINE DATE
June 11, 2019	Until filled
POSITION LOCATION	
<b>Fort Oglethorpe Outpatient Clinic</b> <b>1875 Fant Drive</b> <b>Fort Oglethorpe, GA 30742</b>	
GENERAL NATURE OF JOB DUTIES	
<p>Under broad supervision works and communicates with the general public, internal customers, and/or external customers to provide information and recommendations in order to meet the needs of the individuals served. Resolves complicated issues involving customer service and/or researches policies and procedures in order to respond to individuals served. Supervises Customer Support Representatives and Intake staff within the clinic and completes weekly administrative reports. Duties include assigning and monitoring clerical functions; reviewing and monitoring supply requisitions; Managing time and leave for clerical staff, monitors/supervises patient schedule, registration, financial counseling, medical records, upfront collections, data entry and cash posting. Primary shift is first shift, Monday through Friday 8:30 a.m.-5:00 p.m. but must have flexibility.</p>	
MINIMUM QUALIFICATIONS	
<p>Bachelor's Degree from an accredited college or university OR Three years' experience in a customer service setting communicating information OR Two years' of experience required at the lower level or position equivalent.</p> <p><b>Preferred:</b> Two years prior supervision experience in a fast paced, medical office.</p>	
HOW TO APPLY	
<p>Applicants should submit a <b>Lookout Mountain Community Services Application</b> to the following:</p> <p style="text-align: center;">             Lookout Mountain Community Services              ATTENTION: Human Resources Department              PO Box 1027              LaFayette, GA 30728              E-Mail: <a href="mailto:Jobs@LMCS.org">Jobs@LMCS.org</a>              Telephone: 706-638-5580 x 4114              FAX: 706-638-5445           </p> <p><i>Lookout Mountain Community Services Application can be found at <a href="http://www.lmcs.org">www.lmcs.org</a> or contact 706-638-5580 x 4114</i></p>	<p>Due to the volume of applications received we are unable to provide information on your application status over the phone. Applicants who are selected for an interview will be contacted to arrange for an interview. Applicants who have a disability, which require special accommodations should contact the Human Resources Department.</p> <p><i>Lookout Mountain Community Services Application</i> should be filled out carefully and completely with <b>the last ten years of work history</b> included. Attach documentation to support education/training/licensure certification. If your application is not complete you may forfeit the opportunity of an interview. Keep a copy of your application. Copying service is not available at LMCS.</p> <p style="text-align: center;"><b>APPLICANTS SHOULD NOT SUBMIT A RESUME IN LIEU OF A LOOKOUT MOUNTAIN COMMUNITY SERVICES APPLICATION.</b></p> <p style="text-align: center;"><i>In-House applicants will be considered prior to applicants being considered outside the agency.</i></p>

**THIS POSITION REQUIRES PRE-EMPLOYMENT DRUG TESTING  
AN EQUAL OPPORTUNITY EMPLOYER**