



Office Management Administrator (Bilingual)

Arlington Free Clinic is a community-based nonprofit organization committed to advancing health equity by providing free, whole-person healthcare for our neighbors who would otherwise lack access. We offer comprehensive services onsite including primary and specialty care, behavioral health, and dental care. Our core values define the spirit with which we carry out our work and include respect, integrity, equity and inclusion, innovation, compassion, collaboration, and passion.

About This Position

The **Office Management Administrator's primary** role is to work closely with the Data Systems and Business Manager in the areas of facilities, office management, IT and other key business functions. The ideal candidate must have a proven background in office management in a healthcare setting and willingness to work in an atmosphere requiring flexibility and change and experience in supporting facilities and office management operations.

Key Responsibilities

- Monitor facility throughout the day ensuring systems are in working order and that any minor maintenance needs are captured and acted upon accordingly.
- Lead and manage office supply ordering, inventories, and distribution.
- In partnership with the Data Systems and Business Manager, ensure facility work orders are addressed in accordance with agency procedures.
- Manage Clinic's equipment disposal/recycling needs and purging of confidential materials.
- Support staff in day-to-day operations and business needs, including IT support and troubleshooting, equipment upkeep and general training in partnership with the Data Systems and Business Manager.
- Support Director of Operations with administrative tasks and special projects.
- Serve as back-up for front desk as needed and other Department of Operations functions.
- Additional administrative duties as needed and assigned.

Qualifications

- College degree preferred or equivalent combination of training and experience.
- Two to three years' experience in an office management/administrative role in a human service, health care or comparable setting.
- **Bilingual in Spanish and English required.**
- Strong organizational skills with ability to multitask and prioritize tasks effectively.
- Attention to detail and accuracy in all aspects of work.
- Proven excellent thoughtful customer service support to staff a must.

- Proficient with computers and technology.
- Knowledge of office procedures and terminology.
- Ability to work with a diverse work force and patient population.
- Willingness to work in an atmosphere requiring flexibility and change.
- Enthusiasm for problem solving and for acquiring new knowledge and skills.
- Excellent communications skills both written and spoken.
- Demonstrated advance skill and experience using MSOffice Suites (Word, Excel)

This is an excellent full-time position offering excellent benefits including health and dental insurance, life insurance, flexible spending plan, 401(k) retirement plan, ten paid holidays, paid time off, and free parking. **This position will require occasional evening and weekend hours for special projects or emergency needs. Salary range \$53,000 to \$57,000 annually.** Interested candidates must be willing to be fully vaccinated against Covid-19. Qualified candidates should submit their resume and salary requirement to the Director of Human Resources at nadkins@arlingtonfreeclinic.org.