



## Office Manager

### Job Qualifications, General Requirement & Summary

#### Job Qualifications:

- Shall have a minimum of 5 years of experience in the field or related field
- Shall have a valid driver's license and be insurable under company policy
- Shall have some knowledge of MR/DD regulation or willing to learn
- Shall have a desirable working relationships among all employees of Beloved Shepherd, LLC
- Shall be Effective in utilization of human resources tools
- Shall be effective in Planning, Staffing, employee development, and employee maintenance
- Shall be an efficient record keeper and effective personnel research
- Must have a good computer skills in the use of Words, Excel, Power point, internet, and email
- Must be a good communicator both oral and written
- Shall have an understanding of Insurance and payroll
- Must be able to bend, stoop, push, pull, reach and lift up to 75 pounds of load.
- Must be willing to train employee on basic THERAP functions
- Must be willing to train employee on employee policy handbook

#### Duties and Job Requirement:

- To develop a thorough knowledge of corporate culture, plans and policies.
- To act as an internal change agent and consultant.
- To initiate change and act as an expert and facilitator.
- To actively involve him/herself in company's strategy formulation.
- To keep communication lines open between the HRD function, employees, and Individuals and groups both within and outside the organization.
- To identify and evolve HRD strategies in consonance with overall business strategy.
- To facilitate the development of various organizational teams and their working relationship with other teams and Individuals.
- To try and relate people and work so that the organization objectives are achieved effectively and efficiently.
- To diagnose problems and to determine appropriate solution particularly in the human resources areas.
- To provide co-ordination and support services for the delivery of HRD programs and services.
- To evaluate the impact of an HRD intervention or to conduct research so as to identify, develop or test how HRD in general has improved Individuals or organizational performance.
- To ensure completion of criminal background checks on applicants prior to offer of employment.
- To ensure that employees are in compliance with policies and procedure of Beloved Shepherd, LLC.



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LLC

- To ensure that employee are in compliance to the yearly test requirement such as: CPR, TA, and TB testing.
- Keep office nice and clean
- Complete other duties and assist President/CEO, and Nurse (RN) request
- Take part on On-going training when necessary
- To assist in locating new opportunities and visit to other settings where Individuals can be found.