

Facilities Coordinator

Our established Medical Management Company is built on more than 100 years of collective experience in the managed care (healthcare) industry. We specialize in managing independent groups of physicians with both commercial and senior managed care (HMO) patients.

We are looking for a super star candidate as our full-time, on-site **Facilities Coordinator**, to act as the phone system operator, manage all incoming and outgoing mail processes and provide office administrative support.

Principal Duties and Responsibilities (* = essential functions):

- To foster a fair and positive work environment for all employees*
- To answer and route all incoming calls routed to the Operator.*
- To execute all mail processes and procedures for the office, including but not limited to receiving and distributing all incoming mail as well as preparing all outgoing mail for the entire office.*
- To provide administrative support to office staff, including but not limited to, copying, filing, printing and incoming fax routing and management.*
- To monitor public spaces for restocking and cleanliness including but not limited to restocking the conference room refrigerator, wiping down conference room and break room furniture, cleaning out employee breakroom refrigerator and restocking toilet paper and paper towels.
- To compile monthly office supply and toner orders for approval at month end. Distribute or prepare supplies for storage when order arrives. Ensure the Vista supply cupboard is maintained in a neat and orderly manner.
- To coordinate office machine repair/maintenance for copier, mailing and document folding machines as needed.
- Assist in overflow of OCR batching and scanning, claims customer service calls and audit prep for multiple departments.
- To perform other duties as assigned.

Job Specifications (KSAs):

- Requires ability to perform a variety of complex tasks requiring exercise of independent judgement.
- Requires proven ability to work well in a team situation, implementation, or any other role assigned.
- Requires exceptional interpersonal skills, including the ability to promote a positive work environment.
- Requires the ability to communicate clearly and effectively to peers, superiors, subordinates, physicians and others when representing the company.
- Requires the ability to read and interpret documents such as enrollment reports, procedure manuals, short correspondence and memoranda as is generally obtained through 1-3 years relevant experience
- Requires knowledge and experience of healthcare claims, HMO operations and utilization management process as is generally obtained through 3-5 years of experience in either healthcare or managed care.

Our leadership operates within the highest level of integrity and respect, empowering staff with a strong support system. We are offering a solid opportunity with a growing company including full benefits, paid holidays and a competitive compensation within a progressive, friendly work environment.

If you consider yourself a qualified, stellar candidate driven to demonstrate your initiative and reliability, please submit your resume with "**Facilities Coordinator**" as the subject to jobs@pdtrust.com

Thank you for your interest in joining our team; we look forward to hearing from you!

~Equal Opportunity Employer~