



Haslet Office Manager

Position Description

Job Title: Haslet Office Manager	Reports To: Haslet Clinic Director
Date: March 2025	Hours/Status: 24 hrs/wk Non-Exempt

The Haslet Office Manager will report and take direction from the Haslet Clinic Director. The Sr. Director of Clinic Operations, in conjunction with the Haslet Clinic Director, will conduct an annual review of job performance. This position includes all administrative duties pertaining to Facility Appearance and Maintenance, Supply Management, and Equipment Maintenance. In addition, the Haslet Office Manager will directly oversee Financial coordination of Purchase Orders and Expenses as well as approving Employee's Time and assisting the Sr. Director of Development in processing Donor Contributions. Responsibilities include direct management of the Haslet Database Coordinator, and the Haslet Facilities Manager.

The Office Manager performs some or all of the following:

Facility Management

- Coordinate with Executive Director on appearance and maintenance of MCWC facility
- Conduct regular inspections of the facility
- Supervise regular cleaning schedule and cleaning staff
- Coordinate with outside vendors and obtain bids for work to be done on the facility as well as equipment acquisition or maintenance

Supply Acquisition

- Maintain good relationships with all vendors/property managers and handle communications between MCWC and vendors/property managers
- Maintain adequate office and medical supplies as well as literature for daily operations and organization of stock room
- Responsible for maintaining supply of refreshments for volunteers as well as obtain supplies and purchasing of any food requirements for training, open houses, or Board Meetings, etc.

Financial Administration

- Responsible for processing donations in coordination with the Sr. Director of Development
- All duties related to Accounts Receivable/Account Payable
- Approve and correct Employees Time
- Keep statistical data accurate, updated and accessible to Executive Director
- Participate in generation of Annual Budget

Haslet Office Manager

Supervisory Duties

- Supervise the Haslet Database Coordinator, and Haslet Facilities Manager to direct and assist as needed
- Conduct annual performance evaluations of these positions

General Duties

- Accompany/Assist Executive Director with speaking engagements to promote MCWC
- Function as a Patient Advocate as needed

Qualifications

- Pro-Life, Christ follower, and believes that the Bible is the inerrant word of God
- Proven experience as Office Manager or other managerial position
- Experience in clinical supervision and program management
- Solid understanding of budgeting, resourcing and performance evaluation procedures
- Excellent knowledge of standards (e.g. ISO) and regulations for the clinical field
- Proficient in MS Office and computer systems (e.g. Client/Donor management software)
- Excellent communication and people skills
- Exceptional organizational and leadership skills
- Aptitude in resolving issues and conflicts
- Bachelor's Degree in related field preferred

Working Conditions

- Haslet Office Manager usually work in an office environment, but the mission of the ministry may sometimes take them to non-standard workplaces.
- Haslet Office Manager works a standard work week, but additionally may work evenings, weekends and additional hours to accommodate activities such as Board meetings and representing the Ministry at public events.

NOTE: This job description is not intended to be all-inclusive. Employee may be required to perform other duties to meet the ongoing needs of Mid Cities Women's Clinic.

Employee Signature: _____ Date: _____