



ACCREDITATION COUNCIL FOR GRADUATE MEDICAL EDUCATION JOB DESCRIPTION

The following describes the various aspects of the designated job. Some or all of these aspects may be changed over time, with or without notice, at the sole discretion of the Accreditation Council for Graduate Medical Education (ACGME).

Title: Facilities and Office Manager
Department: Department of Finance and Office Services
Reports To: Director, Finance and Office Services
Work Schedule: Full-Time

Job Summary

The Facilities and Office Manager organizes and supervises all of the strategic and day-to-day administrative activities that facilitate the smooth operation of the ACGME office. The Facilities and Office Manager plans and directs office and building service activities, including all facility related activities (space planning, building, maintenance and capital expenditures). The Facilities and Office Manager is responsible for all office service operations, including mail and duplication services. This position involves a range of responsibilities including hands-on day to day administrative-type duties to higher-level implementation activities including budgeting and project management.

Department of Finance and Office Services Overview

The Department of Finance and Office Services is charged with managing the financial activities and general office support for the ACGME and ACGME-I. We are responsible for the day to day management of financial services including, but not limited to: cash receipts, accounts payable, accounts receivable, financial reporting, audit support, invoicing, payroll, International tax and audit support, and travel agent liaison. Office Services functions include purchasing, mail services, reception, copier maintenance, and supplies.

Primary Duties and Responsibilities

The primary duties and responsibilities of this position include, but are not limited to, the following:



ACCREDITATION COUNCIL FOR GRADUATE MEDICAL EDUCATION JOB DESCRIPTION

- Act as primary point of contact for ACGME employees and external vendors for facility and office needs:
 - Respond to employee inquiries and satisfactorily resolve complaints.
 - Respond to employee requests for maintenance and repairs, scheduling necessary repairs and upgrades as necessary.
 - Maintain the physical condition of the office, coordinate service requests as needed and perform routine maintenance and facility tasks.
 - Direct vendors and contractors to perform needed repairs and maintenance.
- Investigate and provide recommendations for the purchasing and/or leasing of furniture, equipment, printing services, and office supplies. Identify quality vendors; obtain quotes and proposals. Responsible for tracking inventory and maintaining databases of fixed assets.
- Develop a purchase order system to be used companywide for purchases of supplies, services, and expenses.
- Along with the Director, Finance and Office Services, plan and execute the logistics of office space planning and company construction projects related to internal build outs and personnel relocations. Work with contractors to design and coordinate projects to ensure they meet specified timelines and budgets.
- Enforce compliance to organization policies, procedures and systems.
- Oversee the operation of the mailroom, including the duplication machines and services:
 - Develop and maintain an efficient system for mail and communication distribution.
 - Liaise with US postal Service, Federal Express and other delivery services to ensure on time delivery and receipt of communications.
- Document management:
 - Ensure filing systems are maintained and current.
 - Responsible for record retention and protection and security of files and records.
 - Transfer and dispose of records according the established regulations and policies.
- Perform a variety of general office activities and projects, including:
 - Office equipment:
 - Maintain office equipment in working order.
 - Order and verify receipt of supplies.
 - Review and maintain contracts for equipment and maintenance agreements.



ACCREDITATION COUNCIL FOR GRADUATE MEDICAL EDUCATION JOB DESCRIPTION

- Office, copier, and kitchen supplies:
 - Order and verify receipt of supplies.
 - Establish supply standards and procedures.
 - Develop and manage supply and facility budgets.
 - Conduct inventory, maintain, replenish, and stock office supplies, stationary and kitchen inventory.
- External printing needs:
 - Research new vendor for outside printing needs.
 - Develop procedures for ordering, reviewing, and delivery of outside printing jobs.
- Moving of office furniture and equipment;
- Other tasks as directed.
- Provide back up support for the Receptionist as needed.
- Establish and maintain budgets for the department, property and equipment expenses.
- Support the Director, Finance and Office Services on an as needed basis.
- Provide administrative assistance to other departments as needed, such as compiling new employee orientation materials for the Human Resources Department.
- Other additional and/or alternative duties as assigned from time to time.

Education, Knowledge, Skills, and Abilities

- Bachelor degree or equivalent experience preferred.
- Five or more years of office experience with a focus on facilities management.
- Proficiency in Excel, Word and Power Point required.
- Team player.
- Ability to work effectively with varied people to facilitate the completion of the work.
- Exceptional communication skills.
- Excellent problem solving skills.
- Excellent organizational and project management skills.
- Must be flexible and able to handle multiple tasks.
- Must be able to communicate and interact well with co-workers, managers, and visitors while maintaining composure and a professional manner.
- Must be capable of exercising independent judgment and decision-making skills when needed.
- Must be able to solve problems and complete tasks with minimum supervision.



ACCREDITATION COUNCIL FOR GRADUATE MEDICAL EDUCATION JOB DESCRIPTION

Equipment

- Position requires the significant use of standard office equipment such as a personal computer, keyboard, mouse, photo copier, fax machine, telephone, etc.

Working Conditions

- Most of the work of the Facilities and Office Manager is done in the Chicago office of the ACGME with the typical physical demands of an office environment.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

While performing the duties of this job, the Facilities and Office Manager:

- Will be required to sit and work for extended periods of time at a computer terminal using various programs and other computer tools.
- Will be required to move boxes of paper and supplies up to 50 pounds.