



Job Description: Sorogi Office Manager

A Sorogi Office Manager maintains office services by organizing office operations and procedures, preparing payroll, controlling correspondence, reviewing and approving supply requisitions, and assigning and monitoring clerical functions. The Office Manager will be required, but not limited to, the following primary responsibilities:

- Work within the guidelines set forth by the company.
- Plan, manage, coordinate, implement and evaluate all company programs and initiatives to make sure they serve the objectives of the company.
- Introduce company programs to potential clients.
- Participate in on boarding processes for new and existing clients.
- Participate in weekly management and operation meetings.
- Evaluate, update, and streamline onboarding and training procedures.
- Work with management team to achieve financial objectives.
- Contribute to the development, implementation and evaluation of policies, procedures and guidelines related to the company quality assurance process.
- Work with management team to integrate federal, state, and local regulations and policies in all company activities as needed.
- Participate in staff recruitment and evaluation.
- Documentation of all patient information in an accurate and timely manner.
- Participate in promotional events and health fairs.
- Attend trainings and workshops as required.