



POSITION DESCRIPTION

Title: Manager of Operations
Reports To: Executive Director
FLSA Status: Hourly
Full-Time

Summary:

Manage the operations of the organization, including data processing, quality assurance, compliance, and financial management.

Responsibilities:

- Manage daily operations for the organization.
- Manage team of data analysts to ensure that daily data processing tasks are completed, PHIX partners receive a high-level of support, and other projects are completed as assigned.
- Train internal staff on new processes.
- Develop and manage data quality assurance processes.
- Identify and lead troubleshooting of potential issues. Clearly communicate with leadership as appropriate.
- Ensure that PHIX is complying with all relevant Privacy and Security policies, including conducting regular audits of PHIX's user activity.
- Manage fiscal processing in collaboration with PHIX's accountant, including ensuring compliance with any grant funding requirements.
- Maintain inventory of technology, software, and other equipment and supplies.
- Identify opportunities for growth in operations and implement changes when necessary to continuously improve organization.

Knowledge, Skills and Abilities:

- Experience as office manager preferred
- Experience with data and/or health care preferred
- Associate degree, Bachelor's degree, or equivalent experience
- Able to work effectively and learn in a fast-paced, team environment
- Ability to problem-solve and clearly communicate potential solutions.

Work Conditions:



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- Occasional evening and weekend work may be required
- Work conducted in office environment
- Repetitive motion in the operation of computer
- Frequent sitting required; occasional standing, bending and stooping
- Work conducted in office environment with occasionally in-town travel

To apply: Please email resume to info@phixnetwork.org.

The description provides a general understanding of the requirements for the position and shall not be construed as declaring the absolute particulars of the position. Management reserves the right to assign, direct and control the work of employees as necessary.