



April 27, 2017

## ADMINISTRATIVE SERVICES MANAGER

IHB is recruiting for an exempt, full-time Administrative Services Manager to be responsible for administrative and facility functions.

This position supervises maintenance staff, oversees operation of facilities/physical plant, manages vendor relationships, completes ordering & procurement, and manages construction/renovation projects.

Also, the position completes all provider credentialing, provides professional administrative support (including meeting minutes, scheduling, ordering food) and tracking of contracts. Event planning skills, both for internal and external events, are required. The Administrative Services Manager monitors all organization wide policies, and drafts and implements policies as needed. They are also responsible for creating and managing Emergency Preparedness plans and drills.

This person will have strong computer skills in order to manage applications such as the security system as well as create graphs and presentations.

The ideal candidate will have a professional demeanor and display a high level of confidentiality. They will be able to multitask, prioritize and manage multiple stakeholder needs.

1. Bachelor's or Associate's degree.
2. Minimum 5-7 years of experience in an administrative or assistant/management position.
3. Experience in Professional Credentialing of providers a plus
4. Ability to communicate effectively, orally and possess excellent writing skills.
5. Valid Minnesota Driver's License.
6. Must be able to work flexible hours, which may include occasional weekends and/or evening hours.
7. Supervisory experience.
8. Proven experience implementing Joint Commission Environment of Care and Emergency Management Standards a plus.
9. Facilities Management experience.
10. Familiarity with the local American Indian community preferred.

If interested in this position please send your cover letter and resume to:

HR Dept.

Indian Health Board

1315 E. 24<sup>th</sup> Street

Minneapolis, MN 55404

Email: [cfields@ihb-mpls.org](mailto:cfields@ihb-mpls.org)

Fax: 612-721-7870