



## JOB ANNOUNCEMENT

JOB TITLE	POSITION NUMBER
Office Manager	00209818
POSTING DATE	DEADLINE DATE
March 19, 2018	Until filled
POSITION LOCATION	
<b>Fort Oglethorpe Outpatient Clinic</b> <b>1875 Fant Drive</b> <b>Fort Oglethorpe, GA 30742</b>	
GENERAL NATURE OF JOB DUTIES	
<p>Under broad supervision works and communicates with the general public, internal customers, and/or external customers to provide information and recommendations in order to meet the needs of the individuals served. Resolves complicated issues involving customer service and/or researches policies and procedures in order to respond to individuals served. Supervises Customer Support Representatives and Intake staff within the clinic and completes weekly administrative reports.</p>	
MINIMUM QUALIFICATIONS	
<p>Bachelor's Degree from an accredited college or university OR Three years' experience in a customer service setting communicating information OR Two years' of experience required at the lower level or position equivalent.</p> <p>Preferred: Prior supervision experience</p>	
HOW TO APPLY	
<p>Applicants should submit a <b>Lookout Mountain Community Services Application</b> to the following:</p> <p style="text-align: center;">           Lookout Mountain Community Services            ATTENTION: Human Resources Department            PO Box 1027            LaFayette, GA 30728            E-Mail: <a href="mailto:Jobs@LMCS.org">Jobs@LMCS.org</a>            Telephone: 706-638-5580 x 4114            FAX: 706-638-5445         </p> <p><i>Lookout Mountain Community Services Application can be found at <a href="http://www.lmcs.org">www.lmcs.org</a> or contact 706-638-5580 x 4114</i></p>	<p>Due to the volume of applications received we are unable to provide information on your application status over the phone. Applicants who are selected for an interview will be contacted to arrange for an interview. Applicants who have a disability, which require special accommodations should contact the Human Resources Department.</p> <p><i>Lookout Mountain Community Services Application should be filled out carefully and completely with <b>the last ten years of work history</b> included. Attach documentation to support education/training/licensure certification. If your application is not complete you may forfeit the opportunity of an interview. Keep a copy of your application. Copying service is not available at LMCS.</i></p> <p style="text-align: center;"><b>APPLICANTS SHOULD NOT SUBMIT A RESUME IN LIEU OF A LOOKOUT MOUNTAIN COMMUNITY SERVICES APPLICATION.</b></p> <p style="text-align: center;"><i>In-House applicants will be considered prior to applicants being considered outside the agency.</i></p>

**THIS POSITION REQUIRES PRE-EMPLOYMENT DRUG TESTING  
AN EQUAL OPPORTUNITY EMPLOYER**