



## Office Manager

Under the direction of the general manager, functions as a part of the management team, providing on site accounting support for all managers. Performs a variety of administrative duties as required and necessary for the efficient operation of the office, including management of files, payroll and benefits processing, rental payments, rent increases and reception duties. Supervises front desk, reception, including hiring, firing, and disciplining staff as appropriate.

The full job description can be found at [www.adventhealth.org](http://www.adventhealth.org) – About Advent – Career Opportunities.

Interested candidates should forward their cover letter and resume to Nathan Horniachek, [nhorniachek@adventhealth.org](mailto:nhorniachek@adventhealth.org)

