



JOB DESCRIPTION

TITLE: Administrator

REPORTS TO: Owners

JOB SUMMARY: As Administrator, you will provide overall management and supervision of each division and department of Chateau. This individual will work in conjunction with owners, division leaders, departments, case management and others to ensure goals of the company are met. This position requires a high degree of administrative, organizational and communication skills.

DUTIES:

- Manage and monitor each division and department of Chateau and prepare accurate reports about your findings.
- Review standards, policies and procedures governing each division to ensure compliance with regulatory entities.
- Engage auditors in audit process and promptly address audit findings with corrective action plan.
- Conduct monthly/quarterly meetings informing employees of new goals and policies ensuring accountability.
- Create scheduling procedures and protocols to ensure that all divisions are adequately covered at all times.
- Conduct semi and annual evaluation of direct reports.
- Respond to inquires and concerns from case management and owners.
- Meet with owners monthly to create company goals.
- Address and troubleshoot daily operations to ensure work processes are uninterrupted.
- Attend semi-annual board meetings

REQUIREMENTS:

- A minimum of 5 years' experience in management/administration.
- In-depth understanding of policies and procedures.
- Outstanding written and verbal communication skills.
- Proficient in Microsoft Office.
- Detailed problem-solver with good time-management abilities.
- Must successfully pass fingerprint background, MS Nurse Aide Registry, National Sex Offender Registry and 10-panel drug screen.
- Complete initial and ongoing annual training.
- Maintain CPR/First Aid Certification