



OPEN POSITION: **ADMINISTRATIVE MANAGER**
Full Time (40 hours per week)
100% Benefits Eligible
Salaried – Exempt
Reports to: CEO

POSITION SUMMARY: This position is primarily responsible for the management and oversight of the daily functions of Hospice of CNY. Daily functions include, but is not limited to the receptionist desk, quality improvement, administrative support, purchasing agent for business supplies and independent contractor services, and coordinator for building activities and operations. This position will also provide administrative support for the CEO and to other Directors as required. The Administrative Manager position is also responsible for direct management for the Receptionist and Team Assistant positions.

MINIMUM EDUCATION: Bachelors' degree in business administration, management, or information technologies is preferred.

MINIMUM EXPERIENCE: Must have a minimum of five years of administrative experience and two years of managerial/supervisory experience.

APPLY TO: **Hospice of CNY & of the Finger Lakes**
990 7th North Street
Liverpool, NY 13088
Fax: (315) 766-1120
Email: humanresources@hospicecny.org