

Office Manager

Franklin County Children Services is seeking an Office Manager whose work schedule will be Monday through Friday, 8 a.m. to 5 p.m. The employee provides direct supervision to 6-15 office personnel performing clerical functions; develops and implements routine and complex procedures for the clerical functions of the work unit; is responsible for total clerical functions and work flow of assigned region; and provides limited secretarial services to the regional director and associate directors.

The successful candidate must have supervisory experience, a minimum of three years of clerical experience and type 50 wpm. College or business school course work is preferred. They must demonstrate cultural awareness, sensitivity and a commitment to meeting organizational goals.

The position offers a competitive salary and excellent benefits. Send resume with cover letter by Tuesday, September 12, 2017 to: Franklin County Children Services, Human Resources, 855 W. Mound St., Columbus, Ohio 43223 or e-mail to fccshr@fccs.us or fax to 614/341-6076. EEO/AA.