

DRS. MAGGIN, MARGOLIS, MOY AND TADIKONDA

Position Title: HR Manager/supervisor

Location: Private Internal Medicine office in Laurel, Maryland

Job Summary: HR manager with supervisory functioning duties including staff development, relations, performance and training. Will function as the office HIPPA privacy officer and assist in medical front office responsibilities.

Duties and Responsibilities:

- Overall responsibility for staff supervision (13 employees) including development, training, performance monitoring and evaluations, payroll, staff scheduling and ensuring the smooth functioning of the office personnel.
- Recruiting, interviewing and hiring of employees.
- Communicating office policy to staff and supporting staff in their interactions with management and professional positions within the organization.
- Privacy Officer to ensure proper HIPAA compliance.
- Coverage of front office responsibilities (check-in/check-out/referrals) when required for proper staffing during times of staff vacation/illness, etc.
- Assist with formulating policy re. personnel issues.
- Perform as assistant to the Office Manager and provide coverage when needed during Office Manager absence.
- Observation of staff functioning and providing input for improved job performance and workflow issues.

Qualification Requirements: Medical office experience, computer literacy, interpersonal communication skills.

Please FAX resume to: Linda @ 301-490-8750