

GRISWOLD SPECIAL CARE

COMPANY OVERVIEW

Do you have a passion for helping others?

If so, you can find many exciting career opportunities at Griswold Special Care. As the pioneers of the non-medical home care industry, we have grown to over 120 franchised and company owned locations in the US. Since 1982, Griswold Special Care has helped clients remain comfortable and safe at home by offering extraordinary personal care, companionship and homemaking services. It's an exciting time to be a part of the senior services industry and be appreciated for your dedication to others while realizing your own career goals. Strong performers have tremendous earning potential and unlimited professional development opportunities. See www.GriswoldSpecialCare.com to learn more. EOE.

Office Manager

JOB DESCRIPTION

The successful candidates will bring a sense of urgency, attention to detail, and a record of personal and professional success to our organization. Specific tasks will vary from day-to-day, but will likely include:

- Answer incoming calls in a timely and professional manner
- Greet visitors and notify staff upon arrival
- Distribute mail/packages throughout the office
- Focus on basic office upkeep
- Restock all supplies et al.
- Schedule appointments/meetings
- Complete small projects as needed
- Multitask

JOB REQUIREMENTS

This position does not require a healthcare or franchising background, but does require a demonstrated commitment to success. In advance, thank you for not applying if you do not meet the criteria below.

- Minimum of 2 years of professional experience
- Undergraduate degree with at least a 3.0 GPA
- Strong references, clean background, and a professional demeanor
- Proficiency with MS Office, Fax Machines, Office Phones, Blackberries
- Excellent oral communication skills and a high level of professional confidence
- Used to working in a fast-paced and collegial environment

Based on their performance, the successful candidate will have the opportunity to take on greater and greater levels of responsibility within the organization.

Please email resume and cover letter to recruiting@griswoldspecialcare.com, direct email to Jarod Karns – Project Coordinator, and include the position title in the subject line.

Thank You