



Job Description

ADMINISTRATIVE ASSISTANT

POSITION SUMMARY

Primary person responsible for answering the phones and providing administrative support to administrators and clinicians.

PERMANENT ESSENTIAL DUTIES AND RESPONSIBILITIES

- Answer phones and triage calls--refer callers to the appropriate individuals for action--provide callers with general information--assist with problem solving as necessary and appropriate.
- Greet visitors and patients and keep reception area neat and tidy.
- Draft and/or print out office/patient related correspondence and documentation as requested by clinicians.
- Maintain adequate supply of forms for general use.
- Sort and distribute all in-coming mail and process outgoing mail (SCO & NHA)
- Fax, copy, scan and shred documents as requested (both SCO & NHA).
- Maintain updated contact lists (SCO & NHA).
- Maintain and coordinate conference room schedule (SCO & NHA).
- Data entry of encounter forms (SCO).
- Forward SCO on-call phone weekly according to schedule.
- Other related duties as may be assigned.

REQUIREMENTS:

- Associates Degree or Bachelor's Degree (Preferred)
- Bi-lingual English/Portuguese or English/Spanish preferred
- Three years related work experience
- Strong organizational skills, ability to prioritize and multitask
- Proficient in Microsoft office applications
- Demonstrated knowledge of office systems and technology

- Outstanding customer service orientation in all interactions; understands the importance of teamwork and displays commitment to effective teamwork.
- Strong oral and written communication skills.
- Demonstrates professionalism and polish in work habits and interactions

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