HEALTHCARE ADMINISTRATIVE ASSISTANT

Job Description:

**Healthcare Administrative Assistants** work alongside the administrative teams in a hospital or medical institution and make sure that administrative operations are running smoothly. Common tasks for Healthcare Administrative Assistants are answering phone calls, solving patient inquiries, handling mail, maintaining the inventory and overseeing patient admission and discharge procedures. Healthcare Administrative Assistants can be assigned to an administrative leader or a certain department.

Job Responsibilities:

* Performing clerical duties such as photocopying, faxing, mail distribution, and filing
* Maintains records for staff, phones, company credit cards, and office keys
* Creates various types of documentation using Microsoft Office
* Coordinates meetings or conference calls as needed
* Answers phones in a timely manner using good customer service skills and judgment in the distribution of messages
* In charge of keeping inventory of all office supplies, and placing replenishment orders as needed
* Records minutes at meetings and archives them accordingly
* Performs other related duties as assigned

Job Qualifications:

* Associates in healthcare administration or related field
* Bachelors in healthcare administration or related field preferred
* Experience as a healthcare administrative assistant

Opportunities as a healthcare administrative assistant or are available for applicants without experience in which more than one a healthcare administrative assistant is needed in an area such that an experienced a healthcare administrative assistant will be present to mentor.

Job Skills Required:

* Excellent time management skills and ability to multi-task and prioritize work
* Attention to detail and problem solving skills
* Excellent written and verbal communication skills
* Strong organizational and planning skills
* Outstanding organizational and time management skills
* Resourcefulness and ability to problem solve
* Ability to multitask and prioritize daily workload and development procedures
* Outstanding communication and interpersonal skills
* Skilled in working with Microsoft Office
* Familiarity with healthcare and hospital administration