

OCONEE VALLEY HEALTHCARE
Administrative Assistant
Job Description

JOB TITLE: Administrative Assistant
REPORTS TO: COO

Last Revised 04/20/2022

RESPONSIBILITIES:

The position of the Administrative Assistant provides optimal support to the entire Administrative Office.

1. Maintain confidentiality in all aspects of patient, staff, and company information.
2. Interact with clients, vendors, and visitors.
3. Answer telephones, take messages, and/or transfer to appropriate staff members.
4. Open, sort, and distribute incoming correspondence.
5. Process incoming checks and receive/prepare departmental deposits. Ensure documentation is provided to Director of Financial Services, Billing, and others, as directed.
6. Stamp metered mail; monitor the balance, and maintain postage through approved process.
7. Perform errands that assist daily functions: post office, bank, supplies, etc.
8. Order office supplies for the organization, name tags, business cards, etc.; maintain a stock of supplies and an internal system of supply requests from the supply room.
9. Sign for and distribute UPS/FedEx and other delivered packages. Prepare packages for shipment.
10. Perform general clerical duties to include, but not limited to, copying, faxing, packaging, mailing, scanning, and filing.
11. Maintain refunds for snack/drink machines and contact the snack/drink machine vendor with issues. Collect snack/ drink machine commission.
12. Provide support for employee events.
13. Perform other related duties and responsibilities, as required.

EDUCATION, ESSENTIAL SKILLS AND EXPERIENCE:

Minimum of two years administrative experience. High school diploma required. Strong organizational skills and the ability to work as a team member in a focused, fast-paced, multi-faceted environment; ability to think independently and provide input to smoother operations of tasks. Strong ability to maintain confidentiality in all aspects. Ability to manage and relate to individuals from varied social economic backgrounds. Broad administrative skills.

Requires sitting or standing for long periods of time. Ability to stoop, kneel, bend at the waist, and reach on a daily basis, as well as the ability to lift and move up to 25 pounds occasionally.

Working under stress and use of the telephone required. Manual dexterity required for use of calculator, computer keyboard, and other office machines. Proficient in the use of Word, Excel, PowerPoint, and Outlook software. Hearing and vision corrected to normal range. Must be a team player and possess excellent customer service skills. Background check and drug screen required.