	Job Description for Administrative Assistant	Department:	**Clinic Management**
		Dept.#:	**7070**
		Last Updated:	**05/12/2014**

Oroville Hospital

Reports To

Clinic Manager

Job Summary

The Administrative Assistant carries through to completion, specific work projects assigned by the Clinic Manager relative to the operation of the Outpatient Clinics or specific patient services.

Duties

- Assembles data relative to various phases of clinic activities. Develops more effective systems of handling clerical details; effectively communicates pertinent information in a timely manner, prioritizes requests and tasks, prepares statistical and other special reports to complete work assignments.

- Acts as the main contact for the department; handling all phone calls and screening visitors. Assists in daily clinic operations by scheduling appointments, troubleshooting issues, ordering supplies and provides assistance whenever needed.

- Schedules meetings, interviews, conferences and assists in special events.

- Assists department managers and employees regarding hospital and departmental regulations, procedures and policies, as well as special programs.

- Performs other duties as assigned.

Qualifications

- High School Diploma or equivalent

- Bachelor's Degree in Business Administration, Health Care Management, or related field preferred

- Minimum of two (2) years of work experience in Administrative Assistant position or related position preferred.

- Healthcare experience preferred

- Effective communication skills, both verbal and written

- Possess and maintains proficiency in computer software skills to include Word, Outlook, Excel, Access, PowerPoint and ability to learn other software as needed

- Effective problem-solving skills
- Ability to maintain confidentiality

Lifting Requirements

Sedentary – generally lifting not more than 10 lbs. maximum and occasionally lifting and/or carrying such articles as ledgers, files and small items.