



## **Administrative Assistant**

An Administrative Assistant performs general administrative duties, to include mail sorting, scanning, uploading, and labeling. The Administrative Assistant will also assist other administrative staff with phone support, indexing, overflow work, word processing, data entry, and internet research tasks.

Work Specifics: Standard, eight (8) hour work day, Monday-Friday

Other responsibilities include, but are not limited to, the following:

- Promptly answer questions and requests from clients, managers, or coworkers, as needed
- Professional interaction with Nurses, Insurance Adjusters, and other medical professionals
- Scanning, uploading, and indexing mail and case documents into the appropriate electronic locations
- Assist with the sorting and distribution of incoming mail
- Assist with the sorting and distribution of incoming and outgoing facsimiles
- Separation and sorting of hard copy/soft copy medical files and documents
- Collection of medical files and documents to be scanned, indexed and uploaded
- Heavy data entry
- Other duties as assigned

Job Requirements:

- High School Graduate or G.E.D. equivalent
- Knowledge of standard office procedures and equipment
- Professional demeanor with strong Written and Oral Communication Skills
- Must be computer literate with a high comfort level with software including: (MS Word, MS Excel, Email and Internet)
- Must be Accurate and Efficient
- Must be Punctual and Dependable
- Able to maintain focus and positive attitude in a fast paced environment
- Ability to work independently with minimal supervision in a team-oriented environment
- Ability to Multi-task in an open, high traffic office environment (not easily distracted)
- Ability to understand and carry out written and oral instructions
- Ability to lift up to twenty five pounds
- Sit (approx. 75-100% of the time), stand (approx. 0-25% of the time), type (approx. 75-100% of the time) and do the job with or without reasonable accommodation.