



Administrative Assistant

Job Summary

The Administrative Assistant provides high-level administrative support to the clinical leadership. This role requires exceptional organizational skills, discretion, and the ability to handle complex scheduling, communication, and project coordination in a fast-paced medical environment.

Key Responsibilities

- Prepare monthly, quarterly, and annual KPI reports.
- Prepare agendas, take meeting minutes, and track action items for leadership meetings and board meetings.
- Maintain organized digital and physical filing systems (e.g., HR, compliance, contracts).
- Assist with budget tracking, invoice processing, and vendor communications as assigned.
- Coordinate medical staff credentialing, licensure renewals, and CME documentation.
- Support the preparation of compliance documentation for audits and inspections.
- Assist in onboarding processes for physicians, advanced practice providers, and administrative leadership.
- Manage confidential patient-related correspondence when needed in coordination with HIPAA regulations.
- Additional administrative tasks as assigned.

Qualifications

- Proficient in Microsoft Office, calendar management, and EMR/Practice Management systems
- Strong written, verbal and interpersonal communication skills
- Proven ability to manage confidential information with the highest level of discretion, including sensitive financial data, personnel files, provider contracts, and strategic initiatives
- Ability to handle multiple priorities with accuracy and professionalism
- High level of discretion, integrity, and understanding of patient confidentiality

Preferred Qualifications

- Associate or Bachelor's degree or administrative certification preferred
- 2+ years in an administrative or executive assistant role, preferably in a healthcare setting

The Americans with Disabilities Act requires that reasonable accommodations be made for qualified individuals to help perform the required duties and tasks of the position. Please let us know at the time you apply for a position if you will need any special accommodations.

I have read and understand my job description.

Employee Signature

Date