

Medical Administrative Assistant

Position Summary

Ensures the efficient day-to-day operation of the nursing office, and support the work of management and other staff.

Position Responsibilities

Specific duties of the position include, but are not limited to the following:

- Answer general phone inquiries using a professional and courteous manner
- Direct phone inquiries to the appropriate staff members
- Reply to general information requests with the accurate information
- Greet clients/suppliers/visitors to the organization in a professional and friendly manner
- Use computer word processing, spreadsheet, and database software reports, memos, and documents
- Sort incoming mail, faxes and courier deliveries for distribution
- Prepare and send outgoing faxes, mail, and courier parcels
- Forward incoming general emails to the appropriate staff members
- Forward voice mail from the general mailbox to the appropriate staff members
- Purchase, receive, and store the office supplies ensuring that basic supplies are always available
- Code and file material according to the established procedures
- Update and ensure the accuracy of the organization's databases
- Back-up electronic files using proper procedures
- Provide secretarial and administrative support to management and other staff
- Make travel, meeting, and other arrangements for staff
- Coordinate the maintenance of office equipment
- Other duties as assigned

Essential Skills and Experience

- High School Diploma or equivalent
- A minimum of one year of clerical experience.
- Great communication skills, self-disciplined, self-motivated, and capable of making appropriate and timely decisions
- Proficient in using Excel and Microsoft Office software, email and internet, voice messaging systems, fax, and photo copier.
- Extremely organized and detail oriented
- Must have a valid SC Driver's License and clean driving record

Thrive Upstate is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected Veteran status.