

Admin Job Description



Here is the admin job description that we use to hire new virtual assistants. You might need to make a few adjustments for the needs of your practice.

Position Summary:

Coordinates administrative office services such as coordinating general business activities for themselves and others, appointment-setting, records control, and other administrative activities for [Company]. Interprets operating policies. Exercises independent judgment in the resolution of administrative problems.

Essential Duties and Responsibilities:

The essential functions include, but are not limited to the following:

- Coordinates and implements general office services such as appointment-setting, records control, and other administrative activities. Coordinate budget accounting operations
- Analyzes unit operating practices such as record keeping systems, forms control, office layout, and personnel requirements,; creates new systems or revises established procedures
- Interprets and communicates operating policies
- Coordinates collection and preparation of financial and operations reports
- Participates in interviewing job applicants and conducts orientation of new employees as needed
- Locates and compiles information; formats reports, graphs, tables, records and other sources of information
- Assembles and categorizes facts and figures for written computation and calculations

- Operates personal computer to access e-mail, electronic calendars, and other basic office support software
- Uses various software applications such as spreadsheets, relational databases, statistical packages, and graphics packages to assemble, manipulate and/or format data and/or reports
- Exercises administrative judgment and assumes responsibility for decisions, consequences, and results impacting staff, costs, and/or quality of service within the functional area

Minimum Qualifications (Knowledge, Skills, and Abilities):

- High School Diploma or GED (Two years college or equivalent work experience preferred)
- Three years of related experience or relevant coursework
- Able to exchange non-routine information using tact and persuasion as appropriate
- Good oral and written communication skills

Physical Demands and Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear.

The employee frequently is required to use hands or finger, handle, or feel objects, tools or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually moderate.

Note:

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others.

The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Reviewed with employee by

Signature: _____ Name (print): _____

Title: _____ Date: _____

Received and accepted by

Signature: _____ Name (print): _____

Title: _____ Date: _____

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.