



Job Description

Job Title: Administrative Assistant
Department: Administration
Reports To: Executive Director
FLSA Status: Non-Exempt
Updated On: October 24, 2023

Gastroenterology Associates is the largest GI medical practice in the state of South Carolina. We are committed to providing the highest quality of medical care to our patients and value our place in the upstate medical community.

We are committed to helping you achieve your goals by providing a healthy work life balance, continuous professional development, and meaningful work in a positive and supportive work environment.

Summary

Greet and assist staff, patients, and vendors. Receive and distribute mail and package deliveries. Provide administrative support including ordering supplies, preparing reports, backup in HR and Accounting. Use basic accounting skills for reports.

Essential Duties and Responsibilities

Include the following:

- Assist HR and Accounting with various tasks and reports.
- Prepare reports using Microsoft Excel and Access, NextGen, and gGastro Reports.
- Use Excel knowledge with functions and pivot tables to create recurring and ad hoc reports.
- Audit invoices, expenses, employee related and regulatory items.
- Conduct background checks and employee eligibility verifications.
- Communicate with staff on HR related updates and changes.
- Administrative support for management and staff.
- Order office supplies and forms as needed.
- Assist with planning and execution of employee events, meetings, etc.
- Greet and assist employees, patients, and visitors that come through our office space.
- Have visitors and vendors sign in and provide visitor badge.
- Receive and distribute mail and package deliveries.
- Other duties may be assigned.

Required Skills/Abilities

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with proven ability to meet deadlines.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Basic knowledge of accounting principles.
- Proficient with Microsoft Office Suite, NextGen, and gGastro.
- Advanced knowledge of Excel.

Education and Experience

- At least two years' related experience required.
- Customer service experience preferred.

Physical Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 30 pounds at times.
- Must be able to access and navigate each department and location of practice and endoscopy centers.