

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT



Welcome

ACCESS Specialty Animal Hospital – Palm Beach County is one the most advanced, inclusive, and progressive veterinary multi-specialty referral hospitals in Southern Florida. Built on a foundation of exceptional medicine and compassion for people and their pets, we strive to provide a superior level of care in a professional, friendly and supportive environment. We are growing and looking for like-minded people to work with us. There are lots of opportunities for your career growth and development at ACCESS. We are always in need of compassionate team members. So, if you want to make a difference by delivering exceptional medicine in often demanding circumstances, we'd like to hear from you!

Job Purpose

- Support Hospital Administration in client, employee, and financial matters.
- Be a point of contact through the hospital to allow for consistent representation of administrative support to lay staff members.

Duties and Responsibilities

- Order all janitorial, office, and food supplies as needed.
- Coordinate travel arrangements for any hospital personnel or interview candidates as requested.
- Organize all requested meetings including hosting staff benefit programs, interviews of potential employees, and staff meetings as requested.
- Coordinate all new hire efforts, including priming of all employees in payroll software, provision of all new employee required paperwork to HR company, ordering of all essential employee materials (business cards, scrubs, key cards, lab coats, etc.), and announcement of new hires to staff.
- Open, sort, and distribute mail, review all notices before providing to the hospital manager for approval, perform charge capture function when specified, and coordinate with courier companies as needed.

- Assist with hospital deposits Daily Deposits.
- Assist with routine reports to be sent to management.
- Coordinate assigned projects with attention to detail.
- Responsible for upholding the spirit of ACCESS by handling all necessary tasks that require attention.

Qualifications

- Candidate should be well-versed in Microsoft Office programs, possess excellent administrative support and organizational skills, and have a strong attention to detail.

ACCESS– Palm Beach County is an Equal Employment Opportunity (EEO)

ACCESS Specialty Animal Hospitals provides equal employment opportunities to all employees and applicants in all company facilities in accordance with applicable federal, state and local laws. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.