

**Job title: Administrative Assistant**

**Work Location:**

**PMAG (Pacific Medical Administrative Group) Office:** 1600 Kapiolani Blvd Suite 200, Honolulu, HI 96814

**Reports to: Administrative Supervisor/Project Manager and Office Manager**

Please send resume to [pmag@pmaghawaii.com](mailto:pmag@pmaghawaii.com)

Full-time  
 Part-time

Exempt  
 Nonexempt

**Essential Duties and Responsibilities:**

The Administrative Assistant performs various administrative processes that are essential to business operations and other related activities. A person in this position is expected to be team-oriented, flexible, adaptable, and reliable under the constantly changing demands of the healthcare industry. The main objective of the Administrative Assistant is to perform a variety of administrative and clerical tasks with excellent customer service. A person in this role will work closely with internal staff members to support an environment of continuous improvement within the office and provide meaningful outreach to physicians and their staff.

**Communication & Creative Skills**

- Answer phone calls and retrieve voice messages received at the PMAG office on a daily basis.
- Clearly convey and receive messages to meet the needs of all. This involves listening, interpreting, and delivering verbal, non-verbal, written and electronic messages.
- Assist staffs with general questions on various inquiries.

**Service Delivery**

- Process and track prospective PMAG physician applications.
- Attend scheduled committee meetings during and after hours.
- Prepare record and organize PMAG meeting materials.
- Able to schedule, pickup and deliver physician documents.
- Assist in PMAG events set up and break-down activities.

**Computer/Technical Skills**

- Compile and generate financial documents using Microsoft Excel, QuickBooks and paper filing systems.
- Enter, update and maintain various data.

**Adaptability**

- Personal willingness and ability to work in, and adapt to change.
- Steps into co-worker tasks when needed or required. Willingly takes on new tasks.

**Interpersonal**

- Works cooperatively and productively with others to achieve results.

**Organization**

- Assist in organizing financial documents, internal communications, and meeting coordination.
- Able to relay information to internal staff at PMAG and PMAG's partner office, PQH.

**Business Understanding**

- Maintain compliance with all company policies and procedures.
- Maintain confidentiality with company data, health records and other sensitive information.

**Other**

- Perform related duties as assigned.
- Purchase office supplies in compliance with office policies and procedures.

**Education and/or Work Experience Requirements:**

- Attention to detail and accuracy required.
- Strong organizational skills with the ability to multi-task.
- Ability to work independently with minimal supervision
- Proficient in MS Office (MS Word, Excel, PowerPoint and Outlook).
- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external clients (i.e., healthcare professionals).
- Minimum 2 years of related experience
- High School diploma required.
- College degree preferred.

**Physical Requirements:**

- Must be able to talk, listen and speak clearly on the telephone.
- Must be able to lift and carry up to 20 lbs.
- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards.

**Print Employee Name:**

**Employee signature:**

**Date:**