

# **SAMPLE JOB DESCRIPTION**

## **Administrative Assistant**

### **I. JOB SUMMARY**

The Administrative Assistant is responsible for providing high-level administrative support to affiliate pharmacy management. Manages time, information, and communications reliably and professionally using sound judgment. Balances conflicting priority duties. Maintains excellent working relationships with employees and leadership at all levels.

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### **II. DUTIES AND RESPONSIBILITIES**

- Serves Pharmacy department management at each affiliate.
- Manages calendar for department director, managers, and senior clinical pharmacists without prior clearance for most meetings.
- Works with administrative assistants at SVP, VP, Director, and physician leadership level to plan hospital and organization-wide meetings, including coordination of availability, proper room selection, A/V, equipment, agenda distribution, meeting packets, meeting reminders, minutes, etc.
- Prepares and organizes reports, letters, presentations and other documents.
- Maintains policies and procedures for department, including tracking those due for review, incorporating edits, obtaining signatures for hospital-wide policies, etc.
- Arranges travel for department employees attending national meetings and external residents/applicants coming for onsite interviews, coordinates lodging and logistics for international travelers.
- Coordinates pharmacy staff meetings and special events (e.g., retirement celebrations).
- Prepares, facilitates, and/or coordinates various department documents (e.g., copies, business cards, presentations, check requests, reimbursement vouchers, academic reimbursement vouchers, department signs, etc.).
- Answers telephone coming in to general pharmacy administration, ascertains needs, directs calls, establishes priorities, may resolve matter on own authority. Recognizes or anticipates problems and refers them immediately to the right person for resolution.
- Assists with payroll.
- Performs duties related to department director, managers, and senior clinical pharmacists holding office in major national/international organizations such as coordinating symposia and annual meetings (including contacting and coordinating speakers, securing site and facilities, confirming arrangements, preparing all necessary materials), transcribing proceedings of symposia and professional manuscripts submitted for publication by other organization members.
- Maintains departmental records and confidential information such as budget, payroll, and personnel data.
- Provides functional guidance to new employees regarding the clerical operations.

### **III. QUALIFICATIONS**

- High school graduate or General Equivalency Diploma required.
- Specialized training including course work in correspondence typing, medical terminology, and general business procedures.

- Proficient typing skills are required in order to prepare a variety of materials, some, such as grant proposals and manuscripts, requiring a precise format.
- Ability to perform analysis of numerical data involving the use of mathematical formulas as well as routine tabulation.