

Administrative Assistant III :: 103035

Lexington Medical Center Foundation

Full-Time

Day Shift

8am-5pm

Rated as one of the Top 25 Best Hospitals to work for in the U.S., Lexington Medical Center is a 438-bed state-of-the-art facility that anchors a countywide health care network, including five community medical centers and more than 70 physician practices, and employs more than 6,500 health care professionals.

Lexington Medical Center has a reputation for providing patients with the highest quality care and consistently ranks in the top 10 percent in the nation in patient satisfaction. For this commitment to exemplary patient care, Lexington Medical Center has received the prestigious Press Ganey Summit Award and the National Research Corporation's Consumer Choice Award. The hospital is also a leader in providing the most advanced medical technology and treatment options available in medicine today.

Conveniently located in the heart of the Midlands of South Carolina, Lexington Medical Center's main campus is less than 5 miles from the state's capital of Columbia.

Basic Functions:

The Administrative Assistant III performs clerical, minor transcription, entering patient charges, and receptionists duties; handles correspondence, patient records, and the filing, faxing, and mailing of reports for the assigned department.

Minimum Qualifications:

High School Diploma or GED with some college coursework

At least three years of experience as an Administrative Assistant / Receptionist

Typing speed of 60 kspH

Demonstrated experience using Microsoft Office Suite programs (e.g. Word, Excel, etc.)

Demonstrated experience using multiline phone system and serving as administrative liaison for a department

Knowledge of medical terminology

Preferred Qualifications:

Associate's Degree or higher level of education

Prior experience working in a healthcare environment

Completion of medical terminology course

Apply at: <http://www.lexmed.com/careers/job-listings>