

Clerical Assistant Job Duties

At AHMG, we support exceptional patient care with a strong foundation of administrative excellence. Join a collaborative, positive office environment where your organizational skills and ideas help make a meaningful impact. We offer comprehensive benefits and paid time off—because we value our team just as much as we value our patients.

As a **Clerical Assistant**, you'll provide essential administrative support to multiple team members, helping to keep daily operations running smoothly. Responsibilities include typing correspondence, managing files, screening phone calls, distributing mail, and other general office duties that support both patients and staff.

The job duties of the Clerical Assistant include, but are not limited to, the following:

- Answers telephone in a timely manner and ensures proper transfer of calls to the appropriate staff. Directs inquiries as appropriate.
- Receives and distributes mail/faxes/electronic notifications.
- Greets and assists patients in a professional manner.
- Schedules appointments.

Minimum Qualifications

Education: High School Graduate or GED. 2-year business or secretarial school preferred.

Experience: Two (2) years of medical secretarial work experience required. Experience in electronic medical records required.

Other: Excellent written and verbal communication skills, with appropriate use of grammar, spelling and/or punctuation. Knowledge of office procedures and equipment. Must demonstrate strong organizational skills and be self-motivated.