



## ALABAMA BOARD OF MEDICAL EXAMINERS

### **Administrative Assistant      Salary Range: \$35,000-40,000/ year**

The individual will offer administrative support across the agency to ensure efficient operation of the Board. The Administrative Assistant will open and distribute correspondence, redirect phone calls, and welcome and greet guests who visit the agency, along with performing a variety of other tasks as assigned. The ability to work in a fast-paced environment with strong attention to detail is essential.

#### Essential Job Functions and Responsibilities

- Assist with annual malpractice case review
- Maintain office security by controlling access to the building
- Sort and process mail
- Perform other clerical duties such as filing, photocopying, transcribing, and faxing
- Process travel requests and organize travel reimbursement
- Reconcile gas and automobile repair receipts under the direction of accounting
- Reconcile invoices for the criminal background checks under the direction of accounting
- Answer the agency's incoming calls and forward to the appropriate person
- Any other tasks assigned by the Executive Director

#### Required Qualifications

- College degree preferred
- Proficiency in Microsoft Word and Excel
- Hands-on experience with office equipment such as printers, phone systems, and copiers
- Courteous and professional demeanor
- Strong written and verbal communication skills
- Excellent organizational skills, detail oriented, and adaptable
- Able to effectively prioritize and meet deadlines
- Strong sense of discretion and sensitivity to confidential matters

This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

#### **Application Process**

All cover letters and resumes should be mailed or emailed to:

Brandi Madderra  
Director of Human Resources  
PO Box 946  
Montgomery AL 36104  
[bmadderra@albme.org](mailto:bmadderra@albme.org)

No telephone calls please.

**Application Deadline: November 20, 2020**

**Number of Positions: One (1)**