



Position Title: ADMINISTRATIVE ASSISTANT
Department: OPERATIONS / CLAIMS / SCHEDULING
Supervisor: OPERATIONS MANAGER

JOB DESCRIPTION:

ADMINISTRATIVE ASSISTANT (“Admin”) is responsible for assisting in administrative and clerical tasks across all departments of Atlantic Imaging Group that are necessary in the day-to-day operations of the Company.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Manage the front desk and greet company guests as they enter the office.
- Open the mail and distribute to the appropriate departments.
- Sort and Mail Out all outgoing checks, EOBs, and patient billing statements.
- Manage the Daily Deposit of checks received from Carriers, Patients and Attorneys.
- Manage all Claims Department Scanning
- Assist the Scheduling Department by calling facilities to confirm completed diagnostic testing appointments.
- Coordinate company hosted luncheons and other company associated events both in and out of corporate office.
- Send certified mail for managers and executive staff.
- Manage the supply closet and order supplies as needed.
- Handle general telephone calls and faxed inquiries received at the front desk each day
- Perform related duties and special projects as assigned.
- Keep the kitchen supplied and organized, as well as the break room.
- Good comfort level with computers and ability to adapt quickly to proprietary software programs.

SUPERVISORY RESPONSIBILITIES

- This job has no supervisory responsibilities.

EDUCATION and/or EXPERIENCE

- High school diploma or general education degree (GED); and at least two (2) to five (5) years of office experience and/or training; or equivalent combination of education and experience.

OTHER QUALIFICATIONS

- Must be computer literate with full knowledge of Microsoft Word, Excel and Outlook and have the ability to learn new systems and software.

- Must have organizational skills and have the ability to maintain concise, accurate records.
- Ability to work on several project simultaneously.
- Ability to work together with others as a team.
- Excellent customer service skills.

EMPLOYMENT TYPE AND HOURS:

- Full Time; Must be able to work Monday-Friday, 8:30 am – 5:00 pm

To Apply:

Send resume and cover letter to techhr@aignetwork.com.

Face to face interviews will be scheduled accordingly.

Atlantic Imaging Group, LLC, is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected Veteran status.