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# Example of General Office Assistant Job Description

Our growing company is hiring for a general office assistant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for general office assistant

* Collects co-pays for treatment and procedures such as CT Scans, MRI’s, PET Scans, , enters payment amount into computer, and issues receipt to patient
* Ensures exiting patients feel confident that all of their questions and concerns have been or are in the process of being resolved
* A minimum of two years’ experience required, three years preferred, in a medical office or equivalent with
* Medical terminology, coding, charge entry and payment collection
* Technical knowledge is needed in the medical insurance billing fields through at least 1 year experience
* Small Office Equipment, copier, fax, proficiency required
* Clerical duties, answering phones, making copies, filing, data entry
* Help Map out and complete audit actions
* Assist with contractor safety during projects as needed
* Responsible for the operational activities of branch locations within a defined area

## Qualifications for general office assistant

* Process clerical transactions for a program governed by multiple procedures, rules and regulations
* Maintain manual or automated records for a segment of an agency program
* Design clerical processing procedures
* Gather, compile and prepare data from manual or automated files and other sources for various reports, publications, records, Design formats for various reports and forms
* Respond to questions from other units, agencies or the public concerning the operation of the unit or program area
* Write responses to correspondence and reply to personal or telephone inquiries by providing required data, information or assistance