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# Example of Medical Administrative Assistant Job Description

Our innovative and growing company is looking to fill the role of medical administrative assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for medical administrative assistant

* Manage all office functions
* Accurately enter data in the system while talking to patients over the phone or in person
* Schedule patient meetings with physicians
* Able to create and maintain spreadsheets for tracking progress
* Support Physicians with additional clerical duties as needed
* Coordinate travel arrangements for event participants
* Arrange travel and expense reimbursements
* Schedule virtual and in-person meetings
* Manage a database, a project email account, draft materials, including email updates and invitations
* Participate in high-level meetings, taking and sharing notes, when necessary

## Qualifications for medical administrative assistant

* Bachelor’s degree preferred or equivalent combination of education and work–related experience
* Excellent verbal, written, and organizational skills to communicate in person and using phone or
* Ability to use a personal computer to accurately type a minimum of 50 wpm
* Ability to operate general office equipment including copier, fax, scanner
* Minimum of 1 year of administrative assistant experience required
* Familiar with PC word processing software such as Word