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# Example of Office Staff Job Description

Our growing company is searching for experienced candidates for the position of office staff. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for office staff

* Coordinate internal transfer programs utilizing the same principles and criteria outlined for external candidates
* Proactively manage executives’ schedules
* Handle travel arrangements, ground transportation and follow up
* Process and trouble-shoot expense reports
* Manage submissions database
* Serving as the Hospital’s resource for MedKinetics credentialing and the Peer Review system
* Budget, guidance, direction and supervision of staff and daily operations of the Medical Staff Office
* Developing policies and procedures in conjunction with the Medical Staff Bylaws and Joint Commission regulations
* Staying current with all accreditation standards and legal requirements
* Regulatory compliance in the Medical Staff office, including updating Medical Staff By-laws, rules, regulations in conjunction with Joint Commission, state / federal and Hospital requirements

## Qualifications for office staff

* Logistics of the Quarterly Medical Staff meetings, including preparing and disseminating agendas & minutes in a timely manner
* Collaborating with key individuals to identify, initiate and complete projects as this relate to this positions
* Coordinating conferences, seminars, annual holiday party, retreats and other events for the Medical Staff
* Overseeing the physician peer review process in collaboration with the Chair of the Peer Review Oversight Committee (PROC)
* Developing, updating and maintaining the peer review process with key stake holders
* Working with the Legal Counsel, Ad Hoc Committees and Department to coordinate the disciplinary action process in a discreet manner