



# Example of Contract Assistant Job Description

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Our company is growing rapidly and is looking for a contract 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 contract assistant

- Maintain a clean and organized general office area
- Ensure smooth operation of the Singapore office and assist in the set up if necessary with other APAC offices including knowledge sharing
- General assistance with office tasks including guest-hosting, mail distribution, courier and vendor management
- Co-ordinate special occasion events Monthly and Quarterly meetings, end of year celebrations
- Prepare meeting rooms with necessary seating arrangements, catering and equipment
- Developing a professional relationship with member physician office and managed care payer personnel
- Coordinating selected registration, scheduling, faxing, billing and reporting for the company's contracts
- Maintaining logs, faxing, billing and reports and bills, scheduling appointments with physician's offices, verifying information, entering data, generating reports
- Working with Case Managers to assure that information and expectations are communicated in an effective manner
- Developing and maintaining medical records to assure that all information is received, recorded and filed in the appropriate manner

## Qualifications for contract assistant

- Able to demonstrate success working in fast-paced dynamic environment
- Flexible with a wide variety of constantly changing tasks
- Ability to be proactive and predict needs before they arise
- High tolerance for dealing with adversity
- Ability to initiate and complete complex work assignments and projects with minimal supervision Excellent communication skills