



# Example of Medical Administrator Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of medical administrator. 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 administrator

- Oversees daily operation and administration of the training programs
- Assists with the design and development of educational curriculum for all four Johns Hopkins training programs
- Coordinates events relating to education programs for the Department
- All other duties as assigned by clinical coordinator or practice administrator
- Administration of Interactive Process for permanent medical accommodation requests in accordance with ADAAA requests for temporary medical assistance that may not qualify as a disability under ADAAA
- Maintains and verifies accounting records and reconciliations for supplies received and dispensed to Sales Reps
- Conducts other related material handling activities including maintaining proper documentation of all incoming and outgoing materials and keeping physical inventories
- Makes inquiries and tracks availability of inventory
- Prepares requests for additional materials as necessary
- Maintains the logbooks up to date for optimum material flow

## Qualifications for medical administrator

- Must be available for forty (40) hours per week
- At least 6 months to 1 year of office/clerical experience
- Reliable/predictable attendance

- Must be comfortable with sitting at a computer for the majority of your shift
- Medical device experience (such as HL7 interfaces)