Example of Nursing Administration Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of nursing administration. 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 nursing administration

- Provides back up assistance to other associates upon completion of duties or as assigned by supervisor
- Demonstrate keen ability with attention to detail, speed and accuracy
- At least one (1) years of data entry, computer-related experience
- Clerical experience preferably in a health care environment (Preferred)
- Other duties may be required of an administrative nature
- Demonstrates interpersonal skills by effectively communicating with all levels of management and outside venders
- May assist staff with removal of deceased bodies from units and transport to morgue
- Manages clinical, human resource and financial data to support and enhance decision-making
- Provides assessment, analysis, planning, monitoring and evaluation of unit(s) delivery of care and services
- Evaluates and manages schedules once submitted by Nurse Manager/Director

Qualifications for nursing administration

- 3-5 years experience as an administrative coordinator or assistant
- Administrative Assistant Certification preferred

- Minimum of two years of previous clerical experience
- Financial/economic principles
- Minimum three (3) years of previous healthcare or manager experience