



Example of Office Support Specialist Job Description

Powered by www.VelvetJobs.com

Our company is looking for an office support specialist. 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 office support specialist

- Logging of overnight and courier packages and prompt delivery of these packages to the recipient
- Monitoring postage use to ensure continuous mailroom operations
- Perform a range of daily office tasks including filing
- Assist Director of Administration and other Unit staff with filing, copying and other special projects as directed
- Work with Front Office Product Desks, Investors, Financial Advisors, and Client Service to resolve operational issues
- Assists with preparation for bimonthly Quality and Patient Safety Committee meetings by drafting the agenda, scanning and bookmarking package materials, and electronic postings
- Service entry, closure and amendment in OR-Kids and Or-Case
- Scanning of provider documentation into OR-Kids
- Working knowledge of OR-Case and OR-Kids
- Work on projects related to Middle Office, administration and operations

Qualifications for office support specialist

- Experience managing online calendar
- Understands functions of the referral and authorization department
- Ability to articulate physician's areas of expertise
- Understands functions of the physician liaison department

