



# Example of Operations Assistant Job Description

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Our company is hiring for an operations 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 operations assistant

- Open and close the Campus Center in accordance with College policies and the Campus Center's hours of operation
- Enforce Campus Center and Campus Life policies as necessary and report any incidents to the supervisors
- Sorts, files and tracks medical records in the CCHS tracking system and external offsite storage tracking systems
- Prepares and scans charts and loose documents
- Indexes and Re-indexes and/or performs quality audits of scanned medical records and documents
- Audits accuracy of electronic and manual entry in the medical record, and facilitates resolution of any discrepancies
- Audits medical records and documents to ensure accuracy of patient identification information and other account information such as date of service, MRN and account number
- Maintains smooth operational flow through assigned clerical or receptionist duties
- To receive and unpack goods in a timely, safe and efficient manner and book in all goods accurately via JD Edwards computer system
- Handling of fine chemicals either in bulk quantities or prepacks in accordance with CEM (Chemical Exposure Management) regulations

## Qualifications for operations assistant

- Associate degree preferred and/or related experience
- 3 years in other finance or administrative functions + ICS or other relevant shipping related post graduate professional qualification
- Full U.K
- H.M
- Highly professional and motivated individual