



Example of Secretary, Unit Job Description

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Our company is growing rapidly and is looking to fill the role of secretary, unit. 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 secretary, unit

- Performs a variety of duties relative to admission, discharge and/or transfer of patients
- Maintaining the medical records
- Managing pages and transcription of physician orders/order entry
- Attends nursing station and performs clerical and reception duties
- Responsible for accuracy of assigned work
- Reports problems involving assignments to officer or higher level administrative support for resolution
- Ensures information is forwarded to the correct department and calls are routed to the appropriate personnel
- May greet visitors, answer routine inquiries, and direct visitors to the appropriate office
- May contact customers, suppliers, or other employees outside the immediate work unit to exchange information
- Maintains accurate records, and neat filing and storage areas

Qualifications for secretary, unit

- LPN or RN license in the State of Ohio required
- Full and Part Time Opportunity available
- General computer skills, including order entry and basic proficiency with Microsoft Office, are required

- Training and/or experience at an acute care facility or student nurse with hospital based clinical experience