



ADMINISTRATIVE OFFICE ASSISTANT

Columbia Nephrology is the largest most comprehensive nephrology group in South Carolina. We have 20 physicians, 8 advanced practitioners and 4 offices located throughout the Midlands. We are currently seeking an *Administrative Office Assistant* for our *Columbia* location.

Job Title: Administrative Office Assistant

Location: 121 Park Central Dr. Suite 200 Columbia SC 29203

Hours: Monday – Thursday 8:00AM – 5:00PM; Friday 8:00AM – 1:00PM (Full-time)

Job Summary:

- The role of this position is to perform administrative office duties. The team member will be proficient in all daily operations which include answering & handling phone calls, scheduling appointments, inputting patient information in computer, faxing/requesting medical records and scanning records in patients electronic medical record.

Requirements:

- Minimum 1 year experience in a physician practice preferred
- Proficient computer skills and experience utilizing electronic medical records
- Multi-tasking abilities
- Excellent customer service and telephone etiquette

Compensation:

- Highly competitive salary and comprehensive benefits package

FOR MORE INFORMATION CONTACT:

Peggy Gentry
Columbia Nephrology Associates, Office Manger
121 Park Central Drive, Suite 200
Columbia, SC 29203
Tel: (803) 252-9907 Ext. 215
Fax: (803) 252-9115
Email: pgentry@colaneph.com