



Job Description

EMAIL HRRECRUITER@AURORADX.COM

Job Title: Office Administrator
Reports To: Operations Manager
Supervises: NA
Department: General Operations
FLSA Status: Non-exempt

Job Summary:

Responsible for performing a wide variety of administrative and office support activities for multiple departments within the laboratory and organization.

Essential Key Responsibilities:

- Assists Managers and Supervisors in various Human Resources duties including but not limited to recruiting, interviewing, preparing offer letters, initiating background, MVR and drug screenings, on-boarding, preparing and submitting paperwork in a timely manner, payroll, annual performance reviews, merit increases, promotions, transfers, clarifying policies and procedures, disciplinary actions and terminations.
- Initiates accident/incident reports to worker's compensation carrier and insurance company and sends affected employee for a required drug screening test.
- Prepare materials documenting office procedures and standards.
- Compiles data and runs reports for the various departments and the lab.
- Recommends and implements office procedural improvements.
- Organize the retention, protection, retrieval, transfer and removal of records and files.
- Schedule meetings, appointments and coordinate the purchase and maintenance of office equipment.
- Attends required meetings and participates in committees as requested.
- Work closely with Building Management company regarding any building issues that arise.
- Maintains strictest confidentiality.
- Performs other duties and projects as assigned.
- Complies with all State, Federal, professional regulations as well as company and departmental rules, policies, and procedural manuals.
- Adherence to HIPAA, Safety and OSHA Regulations.

Education:

- High School Diploma or equivalent

Experience:

- Two years' experience in an office administrative support position

Knowledge/Skills/Abilities:

- Skills in MS Office and HRIS, payroll and timekeeping systems
- Ability to work independently
- Ability to manage and prioritize multiple assignments
- Strong communication skills (verbal and written)
- Ability to establish/maintain effective relationships with employees at all levels
- Ability to handle sensitive and confidential information in a professional manner
- Ability to communicate clearly and effectively (verbal or written)
- Project coordination skills

Equipment

- Proficient in Microsoft Office applications
- Familiarity with payroll and timekeeping systems

Environmental Working Conditions:

- Office Setting, with very minimal time in a laboratory setting; minor risk of exposure to communicable diseases, toxic substances, blood borne pathogens and chemical hazards

Physical Requirements:

- Physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job including the requirement to occasionally stand; walk; sit; use hands to finger; handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell; and lift and/or move up to 5 pounds

HIPAA Security Level: Low (Low, Medium, or High)

Indicate the security access level of Protected Health Information (PHI) as necessary to perform essential key responsibilities of the position (access, utilize, disclose, store, and/ or dispose of PHI).

1. Low – information access is of general nature representing summary type data rather than specific identifiable demographic or sensitive data.
2. Medium – information access is specific to an individual’s demographics and service information (type of service, services received, dates of service, and provider of service).
3. High – information access is detailed and sensitive to an individual’s demographics, service information, and personal medical history (past/present medical conditions, specifics of medical diagnosis or tests, treatment plans, and family history).

All job requirements listed indicate the minimum level of education, knowledge, skills and/or experience necessary to proficiently perform the job. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees will be required to perform any other job-related duties assigned by their supervisor, subject to reasonable accommodations.

Signature: _____

Date: _____