

Office Assistant

eRAD, Inc. is a medical information technology leader specializing in radiology solutions and data management. Our goal is to help healthcare providers and organizations provide better patient care, reduce costs, and strategically position themselves for continued growth in a dynamic and growing industry.

Position Overview

An eRAD Office Assistant is a professional responsible for understanding the culture of the company and presenting a professional appearance at all times. This position requires excellent interpersonal skills, knowledge of general office operations and the ability to effectively prioritize tasks. This role requires leveraging exceptional relationships with internal groups as well as outside customers and works with customers, other teammates and multiple other teams including our Sales, Professional Services, and Technical Services Teams to successfully support our operations.

Skills Required

- Telephone Skills,
- Clear Written and Verbal Communication Skills
- Accounts Payable
- Microsoft Office Skills
- Customer Focus,
- Organizational and Time Management Skills
- Handles Pressure
- Supply Management
- Analytical Skills

Job Responsibilities

- Arrange travel and accommodations for guests when visiting eRAD for site visits, interviews, etc.
- Coordinate internal meeting and training activities including attendee schedules, conference room readiness, supplies, meals, and other details to ensure a positive experience.
- Welcomes and directs visitors in person or on the telephone.
- Maintains security and issues visitor badges.
- Answer incoming calls and assume other receptionist duties when needed.
- Prepare shipments and coordinate incoming and outgoing mail/shipments
- Assume responsibility for maintenance of office equipment, including computers, copy machines and fax machines
- Maintain office supplies and hardware by checking inventory and order items as needed
- Monthly customer invoicing
- Support agreement maintenance
- Maintains safe and clean reception area.
- Continuous process and workflow improvement for business processes.
- Maintain in-depth working knowledge of eRAD administrative processes
- Contributes to team effort.
- Other duties as assigned

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Become a valued member of our growing company by emailing your resume to jobs@erad.com.

eRad is an equal employment opportunity employer and treats all applicants and employees in a fair and non-discriminatory manner without regard to race, color, religion, sex (including pregnancy), gender, gender-identity, national origin, ancestry, genetic information, citizenship, age, mental or physical disability, veteran/military status, qualified disabled veteran, marital/ domestic partnership status, religious creed, medical condition, sexual orientation, political activity, or any other characteristic protected by federal, state or local laws. eRad does participate in E-19 verify.