



Medical Admin Team

The Medical Administrative team manages and coordinates the attendance of 700+ employees and assures that time and attendance is accurately accounted for each employee and department before submitting payroll. They are also responsible for running employee reports for leadership.

Medical Admin Team Volunteer Job Description

Location: Central Tower, 4th Floor (North Tower)

Attire: Business casual

Volunteer Staffing Hours: Thursday, 8:00 a.m. - 2:00 p.m.

Job Responsibilities:

- Scan reports for safe and accurate record storage
- Assemble orientation packets for new staff and staff transferring to a new role
- Mail pick-up and delivery to units
- Assist with laminating projects for units
- Maintain locker lists, mailboxes, phone lists and rosters for units
- Other tasks as assigned

* If you have a slow day in your department and your supervisor agrees to dismiss you, please come to the Volunteer Coordinator's office for additional tasks.