



**JOB TITLE** : Medical Secretary

**DEPARTMENT** : Clinical Laboratory

**REPORTS TO** : Lab Manager

**JOB SUMMARY** : **He / she is responsible for** performing secretarial duties in support of general medical office activities to relieve medical professional personnel of clerical and administrative details and to maintain an efficient and effective operation.

**DUTIES AND RESPONSIBILITIES:**

1. Receive and check all lab results and audit job orders for incompleteness.
2. Revise and audit lab results before entry to LIS for mistakes and incompleteness.
3. Answer client's inquiries and send approved lab results to clients through Receptionists.
4. Manage all incoming mail prior the signature of lab director and preparation of internal notes.
5. Follow-up all outgoing lab results within and outside the laboratory.
6. Responsible for receiving and archiving all lab results.
7. Operate general office machines to include regular typing, word processing equipment, copy machines, calculators, transcription equipment and scanner.
8. Set, arrange and schedule meetings as per instructions of Lab Director.
9. Perform any other related duties as assigned.

**QUALIFICATIONS**

**EDUCATION:**

Work requires a general educational background normally equivalent to a high school diploma.

**Certification:** MS Office – ICDL.



**Professional Work Experience:**

Work requires two years of related medical clerical experience sufficient to acquire skills in transcribing medical terminology, office organization and communications.

**Knowledge:**

1. Knowledge of medical terminology and office procedures.
2. Knowledge of how to use office equipment including phone & computer.
3. Knowledge of grammar, spelling, and punctuation to type from draft copy, review, edit reports, and correspondence.
4. Knowledge of basic arithmetic to make calculations, balance and reconcile figures and make changes accurately.

**Skills:**

1. Literate in Computer Systems including but not limited to Excel and Word.
2. Good in spoken and written both English and Arabic.
3. Communication Skills.
4. Must have typing and revision skills accompanied with good reading the different hand writing.

**Ability:**

1. Ability to communicate clearly in person and on the phone and establish/ maintain cooperative relationships with customers and staff.
2. Ability to organize and prioritize tasks effectively.
3. Ability to read, understand and follow oral and written instructions.
4. Ability to type 40 wpm in English and 30 wpm in Arabic.
5. Ability to sort and file materials correctly by alphabetic or numeric systems.
6. Ability to compose simple business letters using the word processing software of the company

**Scheduling flexibility is required to accommodate changing business needs.**