

# Job Description

## General Information

**Job Title: Admitting clerk**

## Job Summary

The admitting senior clerk is responsible for supporting the admission department by providing secretarial, clerical and administrative support.

## Accountabilities:

1. Files and maintains records so that they are orderly and easy to find.
2. Transmits information or documents to customers, using computer, mail or facsimile machine in a timely and efficient manner.
3. Manages routine queries and refers those that are appropriate to the person as responsible, as required.
4. Assists in the preparations report, as instructed.
5. Assists with the development of a variety of correspondence, transcribes correspondence, and distributes as required.
6. Assists with the maintenance of database and filing system, both electronic and hard copy.
7. Receives, screens, registers, distributes and prioritizes all incoming mail electronic and hard copy.
8. Uses the chain of commands appropriately.
9. Maintains confidentiality at all times.
10. Perform other duties as assigned.
11. Keeps accurate and detailed records of all departmental activities.
12. Compiles reports, annual budget requirements, purchase requests, etc.
13. Types memos, letters, reports, records, and general correspondence.
14. Prepares and maintains records of meeting proceedings.
15. Maintains departmental files.
16. Maintains statistical records, as necessary.
17. Maintains understanding of H.H. Sheikh Hamad bin Khalifa Al Thani Hospital for Rehabilitation and Artificial Limbs and department policies and procedures
18. Facilitates verbal and written communication, both intra and inter departmental.

<b>Job Requirements</b>
<b>Educational Qualifications &amp; Certificates:</b>
<b>Essential Education:</b> High School Diploma (medical Secretary)
<b>Required Certification/Licensure:</b> none
<b>Experience:</b>
<b>Essential Experience:</b> 2 years in Healthcare.
<b>Skills</b>
<b>Language Skills:</b> <ul style="list-style-type: none"> <li>• Arabic-fluent; English-verbal and written skills.</li> </ul> <b>Computer Skills:</b> <ul style="list-style-type: none"> <li>• Proficient (MS package, typing, e-mail, internet research skills).</li> </ul>
<b>Competencies:</b>
<b>Specific/Technical/Functional Competencies:</b> <ul style="list-style-type: none"> <li>• Good organization, Communication and interpersonal skills.</li> <li>• Patient first</li> <li>• Take Responsibility</li> <li>• Advance and Inspire</li> <li>• Integrate and Shape</li> </ul>
Note: The Job Description is not intended to be all-inclusive. The employee may perform other related duties to meet the ongoing organizational needs.

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