

Job Description

General Information

Job Title: Medical Secretary

Job Summary

Responsible for providing administrative and secretarial support to the department.

Accountabilities:

1. Keeps accurate and detailed records of all departmental activities.
2. Compiles reports, annual budget requirements, purchase requests, etc.
3. Types memos, letters, reports, records, and general correspondence.
4. Prepares and maintains records of meeting proceedings.
5. Maintains departmental files.
6. Maintains statistical records, as necessary.
7. Orders routine supplies, receives and checks all incoming supplies, returning items, as indicated.
8. Maintains stockroom inventory and processes staff supply requests.
9. Facilitates verbal and written communication, both intra and inter departmental
10. Assists with payroll / timesheet preparations as required.
11. Maintains H.H. Sheikh Hamad bin Khalifa Al Thani Hospital for Rehabilitation and Artificial Limbs and department competencies by attending department meetings, in services, and annual updates.
12. Maintains understanding of H.H. Sheikh Hamad bin Khalifa Al Thani Hospital for Rehabilitation and Artificial Limbs and department policies and procedures
13. Attends required hospital safety programs, infection control programs and other required training.
14. Performs other duties and responsibilities, as requested in a pleasant manner.
15. Maintains professional and self-development by participating in educational opportunities that are available.

Job Requirements
Educational Qualifications & Certificates:
Essential Education: High School Diploma (Medical Secretary)
Required Certification/Licensure: None
Experience:
Essential Experience: 2 years
Skills
Language Skills: <ul style="list-style-type: none"> • Arabic is essential; fluent in English
Computer Skills: <ul style="list-style-type: none"> • Advance computer skills
Competencies:
Core Competencies:
<ul style="list-style-type: none"> • Patient first • Take Responsibility • Advance and Inspire • Integrate and Shape

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