

Administrative Assistant

Join Our Team and Grow Your Career

Do you want to advance your career? UBMD Pediatrics is seeking our next valued employee. If you are ready to take the next step in your career, UBMD Pediatrics is the place for you. We offer a competitive salary, comprehensive benefits, and a strong commitment to work-life balance. This is a chance you don't want to miss!!! UBMD Pediatrics is committed to providing excellent care for children and building strong relationships with families. We're looking for an enthusiastic Administrative Assistant to join our team and make a difference in the lives of our patients.

About UBMD Pediatrics

UBMD Pediatrics is one of 18 practice plans within UBMD Physicians' Group, the single largest medical group in Western New York. We provide premier health care to infants, children, adolescents and adults. In addition to primary care pediatrics, we have 18 pediatric subspecialties. Our physicians make up the academic teaching faculty within the Department of Pediatrics at the Jacobs School of Medicine and Biomedical Sciences at the University of Buffalo and at Oishei Children's Hospital. For more information regarding UBMD Pediatrics, please visit www.UBMDPediatrics.com.

Why You'll Love Working Here

- **Be part of a team:** We are dedicated to providing exceptional care and fostering a supportive, collaborative work environment.
- **Make a difference:** You'll play a vital role in shaping patient experiences and supporting their health journey.
- **Work-life balance:** Enjoy a generous PTO plan, no weekends or holidays, Flexible hours and pre-scheduled hybrid work options.
- **Competitive benefits:** Includes medical, dental, vision, 401(k) with employer contribution, paid time off, and more (details below).
- **Supportive Environment:** Collaborative work environment with opportunities for professional growth.

Key Responsibilities

- Handles administrative office duties to support day-to-day operations and provide direct support to faculty and division management and provide cross coverage support as assigned.
- Support faculty and division management general office clerk duties including but not limited to updating Faculty paperwork, maintaining documents and word processing including but not limited to CV's, composing letters of support, organizing of correspondence, memos, faxes, reports, forms, Powerpoint slides.
- Helping organize and maintain office common areas.

- Sorting and distributing communications in a timely manner
- Assist in organizing travel.
- Coordinating and planning divisional events as necessary.
- Entering, maintaining, and updating information into clinical, academic, lab databases and ensuring accuracy and validity of information.
- Attend meetings and take detailed minutes as requested
- Demonstrates the knowledge and skills necessary to provide timely scheduling NICU/FCC consults, Neodata data entry, Newborn Screening Program, Hearing Screens, Revenue Cycle, division related reports (ECHO, etc).
- Meet with the Division Manager weekly to be mentored and to align tasks with needs.
- Consistently adhere to safety, security procedures, and complete all required trainings in a timely manner.
- Understand and follow all UBMD Pediatrics Standards of Excellence and Standard Operating Procedures.
- Perform other related duties as assigned by division management or as may be required.

Qualifications

- High School Diploma or equivalent; further education is a plus.
- Experience in the medical field is highly preferred
- Proven experience as an administrative assistant or similar role
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Strong organizational skills with the ability to prioritize tasks and meet deadlines
- Ability to maintain confidentiality and exercise discretion
- Attention to detail and problem-solving skills
- Ability to work independently and as part of a team
- Strong familiarity with medical terminology and previous experience with EMR systems.
- Exceptional communication skills and a professional demeanor.
- Ability to multitask and operate under pressure with precision and empathy.
- Commitment to cultural sensitivity and confidentiality in handling patient information.

Benefits Package Details

With a competitive salary, comprehensive benefits, and a strong commitment to work-life balance, this is an opportunity you won't want to miss. When you join UBMD Pediatrics as a contributing member of our team, you can expect to receive:

- **Healthcare Benefits:** Includes comprehensive Medical, dental, and vision insurance for you to choose from.
- **Robust Benefits:** 401(k) with employer contribution. Disability insurance, Employee assistance program, Flexible spending account, Health savings account, Life insurance.
- **Paid Time Off (PTO):** Generous Paid Time Off package
- **Work-Life Balance:** No overnight, holiday, or weekend shifts.
- **Professional Growth:** Opportunities for advancement and professional development in a supportive environment.

Where We Work:

Our new building is located in the heart of the Buffalo Niagara Medical Campus. We have access to secure and safe ramp parking as well as street parking, convenient access to nearby Allen/Medical Campus metro station as well as NFTA bus routes, park-and-ride, and easy highway access.

Ready to Make a Difference?

We invite you to submit your application, including a resume and cover letter highlighting your skills and passion for patient care. Join UBMD Pediatrics and be a part of a team that makes a difference in the lives of children and families every day.

* The pay range shown is an estimate of possible base compensation that may be given to a qualified applicant at the time of posting. When setting pay, various factors will be taken into account such as but not limited to location, specialty, service line, years of relevant experience, education, professional credentials, internal equity, and budget.

Job Type: Full-time

Pay: \$18.00 - \$20.00 per hour

Expected hours: 37.5 per week

Benefits:

- Employee assistance program
- Flexible spending account
- Health savings account
- Life insurance
- Parental leave
- Professional development assistance
- Retirement plan

Schedule:

- 8 hour shift
- Day shift

Work Location: In person

How to Apply: Please submit your resume and a cover letter outlining your suitability for the role to dhall@upa.chob.edu

UBMD Pediatrics is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.