

**ANNOUNCEMENT OF
PROFESSIONAL VACANCY**

UBMD Pediatrics
1001 Main Street, 5th Floor
Buffalo, New York 14203

Applications are invited for consideration for the following position:

Campus: Conventus Budget Title: Administrative Assistant
Department: General Pediatrics Descriptive: As Above

Professional Rank and Salary Range: Salary Commensurate with Experience Date to be Filled: ASAP

Brief Description of Duties: Provide support to academic faculty with administrative, clinical, and research responsibilities. Will assist in gathering and reporting for resident/medical student records. Direct project support for faculty, including database management, scheduling, materials preparation for meeting. Responsible for database/panel management for primary care providers, including tracking progress towards payment incentives. Will need to cover for Division Manager during vacations. Perform general office duties such as mail, phones, faxes and other duties as assigned.

Qualifications: Computer literate and proficient in Microsoft Office Products. Exceptional organizational and prioritizing skills, ability to multi-task and manage special projects as assigned. Must have excellent interpersonal and communication skills.

Education: Associates degree in health care administration or related field desired or equivalent appropriate prior work experience.

Special Notes:

POSTING NO: 09-19

POSTING PERIOD: 09/16/19-Until Filled

Persons interested in the above position should submit a resume along with a letter of application to:

Name: Nydia Rolling
Job Code: GPADMAS
Address: UBMD Pediatrics 1001 Main Street, 5 th Floor Buffalo, NY 14203
Closing Date of Application: Until Filled

UBMD Pediatrics is an Equal Opportunity/Affirmative Action Employer.