



Job Title: Administrative Assistant

Our well-established and highly respected private dermatology practice is seeking a professional, organized, and dependable Administrative Assistant to support the Practice Manager and assist with daily operational coordination across multiple locations.

This role is ideal for a mature, positive individual who thrives in a fast-paced medical environment and takes pride in accuracy, follow-through, and professionalism.

In this position, you will play a key operational support role within the practice, ensuring effective communication between leadership and staff, helping prioritize and triage daily requests, and supporting the smooth execution of administrative workflows. You will be a central point of coordination for practice operations and will contribute to maintaining a structured, efficient, and collaborative work environment.

Responsibilities:

- Assist the Practice Manager with day-to-day operational tasks, follow-up items, and workflow coordination across departments and locations
- Triage incoming staff requests including scheduling needs, supply requests, administrative issues, and operational questions, and route or resolve appropriately
- Serve as a liaison between the Practice Manager and clinical, front office, and administrative teams to ensure clear, timely, and professional communication
- Track outstanding tasks, requests, and operational priorities to ensure timely completion and accountability across departments
- Assist in drafting, composing, and responding to professional emails and internal communications on behalf of leadership as needed
- Coordinate office supply ordering, inventory management, and vendor communication for multiple practice locations
- Support planning, scheduling, and organization of internal meetings, including leadership meetings and staff meetings
- Prepare meeting agendas, materials, and ensure logistics are handled in advance of scheduled meetings
- Attend and host meetings as needed, documenting key discussion points and action items when requested
- Assist with calendar management and scheduling coordination for the Practice Manager and other leadership staff

- Run errands and handle local operational needs such as inter-office deliveries, supply pickups, or document transport between locations
- Support organization and maintenance of office systems, shared documents, and internal communication tools
Help ensure adherence to established office policies, workflows, and operational protocols across the practice
- Maintain professionalism, confidentiality, and discretion at all times, including strict adherence to HIPAA standards and workplace privacy expectations
- Assist with general administrative support tasks as needed to ensure smooth daily operations of a busy dermatology practice

Qualifications:

- Bachelor's degree required
- Minimum of 3 years of executive or administrative support experience required
- Exceptional written, verbal, telephone, and interpersonal communication skills
- Strong organizational skills with extreme attention to detail, accuracy, and follow-through
- Ability to manage multiple priorities in a fast-paced medical practice environment
- Professional, positive, and dependable demeanor with strong accountability and reliability
- Accurate typing and strong computer proficiency required
- Must have reliable transportation and a clean driving record
- Must consent to and pass a background check

Applicants must be comfortable working in a structured medical environment that requires consistency, discretion, and a high level of professionalism. This role is critical to supporting practice operations and ensuring seamless coordination between leadership and staff.

Qualified candidates should submit a resume and cover letter. Applications submitted without a cover letter will not be considered.

Benefits:

- 401(k) matching
- Medical, Vision and Dental insurance
- Paid time off
- Employee discount
- Opportunities for career advancement