



Beaufort Regional Health System

JOB POSTING #: 09-96

DATE POSTED: NOVEMBER 18, 2009

DEPARTMENT: PAMLICO MEDICAL EQUIPMENT

POSITION: CLERK

HOURS: MON-FRIDAY

STATUS: PART-TIME (20 HRS/WEEK)

ESSENTIAL JOB

DUTIES:

The individual will:

- assist public
- retail sales and rentals
- schedule deliveries and pick-ups
- clerical support such as typing, filing, etc.
- makes charts, assembles patient records
- responsible for showroom areas

Other duties as directed

MINIMUM ENTRY

REQUIREMENTS:

- Must be able to communicate in person and via phone
- Computer skills preferred
- Medical terminology preferred
- Integrity for confidentiality

