

Title: Courier

Job Summary:

Primary responsibility is to do day-to-day responsibilities and to report to the administrator.

Job Qualifications:

Education: High School Diploma / GED

Experience: One year general office experience.

Skills: Excellent computer skills, interpersonal, and organizational skills required, and to maintain simple records in English. Must be able to hear or speak in a manner understood by most people.

Transportation: Reliable transportation.

Environmental and Working conditions:

Works in a routine office environment. Noise level may be moderately high, ability to work a flexible schedule and extended hours. Ability to travel locally, and some exposure to inclement weather. Possible exposure to toxic materials, toner, etc.

Physical and Mental Effort:

Prolonged sitting and some standing required. Occasionally will need to lift, pull, carry and push items weighing up to fifty pounds. Frequent need to stoop, kneel, and reach while accessing files. Requires working under some stressful conditions to meet deadlines and staff/patient needs. Required hand-eye coordination manual dexterity, and solving skills

Essential Functions:

Must pick up all of the Physician orders.
Is productive and uses time efficiently.
Shows interest, ask questions and seeks information.
Is self reliant and plans appropriately.
Performs other duties as required.
Documents in telephone order log date of received orders.
Keeps logs up to date.