

Administrative Coordinator

Baltimore, MD

Summary

Typically reports to Department Head such as Administrator/Director/ Sr. Director.

Responsibilities:

- Responsible for managing and coordinating a variety of department projects, activities, reports, and schedule.
- Responsible for the collection and management of data for projects and work in progress.
- Develops office procedures to ensure efficient and timely operations.

Qualifications

Work Experience

- Minimum 3 years of experience in healthcare administration, office experience, or customer service experience.

Education

- Two years college or business school, or 4 years of equivalent experience (in addition to the minimum 3 years required experience).

For more Information / To Apply:

<https://jobs.hopkinsmedicine.org/job/administrative-coordinator-clerical-and-administrative-support-johns-hopkins-hospital-b-265465-c6b22/>