1. Optimized organizational systems for payment collections, AP/AR, deposits and recordkeeping.
2. Communicated corporate objectives across all divisions through regular correspondence and scheduled status updates.
3. Established and developed highly efficient and dependable administrative team by delivering ongoing coaching and motivation and fostering career advancement.
4. Hired, managed, developed and trained staff, established and monitored goals, conducted performance reviews and administered salaries for staff.
5. Administered yearly budget of $[Amount] to manage office requirements such as service contracts, postage costs and supply replenishment.
6. Completed bi-weekly payroll for [Number] employees.
7. Aggregated and analyzed data related to administrative costs to prepare [Timeframe] budgets for corporate-level management.
8. Integrated logistic systems into company processes to improve operations and manage work orders and price changes.
9. Established efficient workflow processes, monitored daily productivity and implemented modifications to improve overall effectiveness of personnel and activities.
10. Provided complete meeting support, including materials preparation and notes or minute taking.
11. Tracked and recorded expenses and reconciled accounts to maintain accurate, current and compliant financial records.
12. Produced high-quality documents, spreadsheets and presentations for internal and customer-facing needs using [Software] and [Software].
13. Liaised with patients and addressed inquiries, appointment requests and billing questions.
14. Oversaw appointment scheduling and itinerary coordination for both clients and personnel.
15. Handled all incoming business and client requests for information.
16. Enhanced collaboration between team members by preparing meeting materials and taking clear notes to distribute to stakeholders.
17. Created and finalized contracts for [Produce or Service] deals with customers.
18. Oversaw office inventory activities, including ordering and requisitions, stocking and shipment receiving.
19. Improved office operations by automating client correspondence, record tracking and data communications.
20. Managed CRM database, including troubleshooting, maintenance, updates and report generation.