



## Notice of Position Opening

External/Internal

Full Time

**Title:** Medical Administrative Services Coordinator  
**Posting Number:** S-26  
**Posting Date:** November 14, 2024  
**Reporting to:** Medical Administrative Superintendent  
**Grade Level:** S2

**Application will be accepted up to November 28, 2024**

Firestone Liberia is looking for an Administrative Services Coordinator whose primary work will support the hospital's administrative operations by directly supervising the Support Services, managing daily tasks, and being a liaison between departments for smooth and efficient operations. The incumbent plays a pivotal role in supporting the Medical Administrative Superintendent and the Hospital Business Manager in ensuring continuity of administrative operations within the hospital. This role is vital for maintaining organizational efficiency and supporting administrative needs for the hospital.

### **Responsibilities:**

- **Administrative Supervision and Coordination:**
  - Serve as the point of contact for administrative queries in the absence of the Medical Administrative Superintendent.
  - Coordinate daily administrative operations to ensure tasks are performed efficiently.
  - Direct supervision of the support services
  - Perform regular hospital rounds and inspection
  - Manage schedules, meetings, and communications on behalf of the Superintendent.
- **Leadership and Decision-Making:**
  - Act as the Medical Administrative Superintendent when required, making decisions, and providing leadership in their stead.
  - Liaise with the Medical Department and the Human Resources Department as needed.
- **Clerical and Secretarial Support:**
  - Handle clerical work for the Administrative Superintendent, other management staff, and doctors.
  - Receive and sort all incoming and outgoing mail for the Medical Department.
  - Screen visitors, manage appointment requests, and ensure coordinated interactions with Hospital Management Staff.
- **Documentation Management:**
  - Issue Birth Certificates and manage the related documentation process.
  - Compile and submit daily Admission and Discharge Reports.



- Generate monthly Company Birth Notification Reports for record-keeping and compliance.
- **Record Keeping:**
  - Maintain comprehensive and up-to-date records for all hospital personnel, including staff and contractors.
  - Keep records for staff and non-staff contract renewals, including Intern Doctors, and follow up with the Human Resources Department.
- **Resource and Financial Management:**
  - Oversee the inventory of stationery and office supplies to ensure the Medical Department is well-stocked and organized.
  - Calculate and prepare monthly call bonuses for doctors and professional staff.
  - Process and distribute staff payroll checks in a timely manner.
  - Issue cashier receipts for services rendered to non-Company patients, as needed.
  - Manage Petty Cash and Cash Receipt in the absence of the Cashier.
  - Perform billings of patients in the absence of the billing clerk.
- **Facility Maintenance:**
  - Ensure the Administration offices are well-maintained, presentable, and functional.
  - Any other responsibilities as assigned.

**Requirements:**

**Education:**

- Bachelor's degree in health administration, Business Administration, Public Health, or a related field is required. Master's degree in management, Finance and a healthcare-related field is preferable.

**Skills:**

- Strong leadership, organizational, and communication skills. Excellent knowledge in hospital administrative operation and finance. Proficiency in healthcare management software, business management software, and Microsoft Office Suite (Preferred).

**Experience:**

- A minimum of five years of supervisory experience in business and healthcare administration.
- Demonstrated experience in managing hospital operations and staff.

**Send resume (max. 3 pages) to: [FSLBHR@bfusa.com](mailto:FSLBHR@bfusa.com)  
Human Resources Department  
Firestone Liberia LLC.  
Please reference this posting number on all documents: S-26**

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