

**Reddy Medical Group
D/B/A Reddy Urgent Care**

**REDDY MEDICAL GROUP
PERSONAL/ADMINISTRATIVE ASSISTANT JOB DESCRIPTION**

Job Title: Personal/Administrative Assistant

Supervisory Responsibility: No

Reports To: Aru, Dr. Reddy, and HR Manager

Job Purpose: To perform assistant duties and activities, so as to develop and maintain positive relationships and experiences for all patients of the company and employees, in accordance with company policies.

Job Description and Duties:

1. Run errands, except banking errands, run personal errands
2. Tea for Aru and Dr. Reddy
3. Inventory for office
4. Pick up orders for office supplies
5. Help in the spa as needed
6. Help fill in for spa and phone operator
7. Will travel to other locations as needed to help with cleaning and organizing
8. Walk -thru building on Mondays to inspect cleanliness.
9. Clean the Reddy Van once a month
10. Inspect cleaning of each office to ensure everything is well kept.
11. Filing
12. Make sure all equipment is in working order, parts are checks and cleaned regularly

Job descriptions are based on Reddy & Associates, LLC standard operating procedures. Although each employee is hired under a specified job description, this does not exclude him/her from having working knowledge of all other areas of the office and other staff positions.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice at the discretion of management.

**IT IS THE RESPONSIBILITY OF ALL PERSONNEL TO PROVIDE FOR PATIENT COMFORT AND
EFFICIENT OPERATION OF THE OFFICE**