

# ALABAMA BOARD OF MEDICAL EXAMINERS

## Licensing Assistant

### Licensing Assistant

The Licensing Assistant is responsible for processing initial applications for physician licenses, including entry of fees. The position requires excellent attention to detail, management of multiple priorities, and the ability to think critically. The Licensing Assistant communicates with applicants, licensing agencies, and other regulatory bodies.

### Essential Job Functions and Responsibilities

- Process initial applications for physician licenses
- Verify all supporting documentation submitted by applicants
- Access national databases for licensing verification and certification
- Check for disciplinary actions
- Communicate with applicants to ensure applications are complete and that all applications submitted for Board approval meet the requisite rules
- Ensure applicants meet all qualifications for licensure
- Any other tasks assigned by the Licensing Director or Executive Director

### Required Qualifications

- College degree preferred
- Three years' previous administrative assistant experience preferred
- Proficiency in Microsoft Word, Excel and demonstrated ability to learn proprietary software
- Strong organizational skills
- Detail oriented
- Ability to effectively prioritize and meet deadlines
- Excellent written and oral communication skills
- Courteous and professional demeanor
- Strong sense of discretion and sensitivity to confidential matters

This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

### Application Process

All cover letters and resumes should be emailed to:

Carla Kruger  
[ckruger@albme.org](mailto:ckruger@albme.org)

Submissions must be emailed by the closing date of this announcement.

**Application Deadline: July 5, 2019**

**Number of Positions: Two**