

ALABAMA BOARD OF MEDICAL EXAMINERS

MLC Licensure Assistant

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The MLC Licensure Assistant is responsible for processing all renewals for M.D., D.O., and Limited Licenses and printing and mailing all renewal certificates. This employee is also charged with processing all MLC application fees, issuing newly approved licenses along with printing and mailing all certificates. The MLC Licensure Assistant processes name changes and maintains information regarding physicians.

Essential Job Functions and Responsibilities

- Processing of all licensee renewals
- Issuance of newly approved licensees
- Processing applications for reinstatement
- Processing of name changes and all information regarding licensees
- Processing of requests for verification of licensure
- Any other tasks assigned by the Executive Director or the MLC

Required Qualifications

- 3 years previous administrative assistant experience preferred
- Proficient in Microsoft Word, Excel and demonstrated ability to learn proprietary software
- Able 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 mailed or emailed to:

Karen Silas
Post Office Box 887
Montgomery, Alabama 36101-0887
ksilas@almlc.org

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

Application Deadline: June 15, 2019

Number of Positions: One