

POSITION OPENING

POSITION:	OPERATING ROOM ASSISTANT	STATUS:	FULL TIME
DEPARTMENT:	OPERATING ROOM	HRS/PAY:	75.0 HRS/PAY
SUPERVISOR:	COLLEEN BURKE AMY BARTLEBAUGH	JOB GRADE:	C-2

RESPONSIBILITIES

A full -time, dayshift position is available as an Operating Room Assistant. Position is responsible for performing clerical duties, scheduling surgeries, preparing and coordinating daily surgical schedule and transportation of operative patients.

Previous secretarial experience preferred and knowledge of medical terminology is an asset.

Physical demands include job related stress, frequent reaching, handling, lifting and carrying of equipment, instruments, records and reports. Required to bend, stoop, reach and pull. Able to manually push and pull necessary equipment as needed.

JOB DESCRIPTION

Job description outlining responsibilities and qualifications is available in Human Resources. Application for the position indicating qualifications can be written or e-mailed and must be submitted to Barb Kostok, Human Resource Director.

Date Needed To Start: As Soon As Possible

Posting Period: 11/03/2025 - 11/07/2025

Application Deadline: Noon: 11/08/2025