

Administrative Job Titles

Account Clerk	Clinical Medical Transcriptionist	Marketing Assistant	Purchasing Manager
Accounting Assistant	Communications Assistant	Materials Control Associate	Radiology Transcriptionist
Accounting Clerk	Credit Authroizer, Checker or Clerk	Materials Coordinator	Receiving Associate
Accounting Specialist	Customer Service Assistant	Materials Planner	Receiving Clerk
Accounting Technician	Data Capture Specialist	Medical Language Specialist	Receiving Coordinator
Accounts Payable Clerk	Data Entry Clerk	Medical Scribe	Production Controller
Accounts Payable Specialist	Data Entry Operator	Medical Transcriber	Production Planner
Accounts Receivable Clerk	Data Entry Specialist	Medical Transcriptionist	Production Scheduler
Accounts Receivable Specialist	Data Transcriber	Office Adminstrator	Project Administrator
Administration Manager	Document Controller	Office Assistant	Project Coordinator
Administrative Assistant	Documentation Specialist	Office Clerk	Projects Administrator
Administrative Clerk	Editorial Assistant	Office Manager	Public Relations (PR) Assistant
Administrative Coordinator	Executive Administrative Assistant	Office Supervisor	Purchasing Agent
Administrative Director	Executive Assistant	Operations Manager	Purchasing Manager
Administrative Manager	Executive Personal Assistant	Order Fulfillment Specialist	Radiology Transcriptionist
Administrative Officer	Expediting Clerk	Payroll and Timekeeping Clerk	Receiving Associate
Administrative Services Manager	Facilities Manager	Personal Assistant	Receiving Clerk
Administrative Specialist	File Clerk	Planning Clerk	Receiving Coordinator
Administrative Support Assistant	Front Desk Administrative Assistant	Policy Processing Clerk	Receptionist
Administrator	Front Desk Agent	Process Assistant	Records Clerk
Auditing Clerk	Front Desk Attendant	Procurement Clerk	Secretary
Bank Teller	Front Desk Clerk	Production Assistant	Shipping Clerk
Billing and Posting Clerk	Gambling Cage Workers	Production Clerk	Shipping Coordinator
Board Secretary	Greeter	Production Controller	Social Media Assistant
Brokerage Clerk	HR Assistant	Production Planner	Staff Assistant
Business Administrator	Human Resources (HR) Assistant	Production Scheduler	Staff Assistant
Business Manager	Insurance Claims	Project Administrator	Suppy Clerk
Business Office Manager	Inventory Clerk	Project Coordinator	Talent Acquisition Assistant
Business Partner	Inventory Specialist	Projects Administrator	Typist
Business Support	Junior Administrative Assistant	Public Relations (PR) Assistant	Veterinary Assistant
Chief of Staff	Management Assistant	Purchasing Agent	Virtual Assistant