Medical Office Assistant (MOA) Part-Time

Campbell River Region
Campbell River

Friday November 27, 2026

Minimum wage - $ 20/ hour ($18-$22 per hour)

Company: Dr Adelasoye Inc

Industry: Management/ Administration

Remote/Camp Based Job: No

How to apply:

Please send resumes and cover letters to: remiobgyn@yahoo.com

---

Expiry Date:

Friday, December 11, 2026

Details:

The Medical Office Assistant supports smooth daily operations by welcoming patients, coordinating front-desk tasks, and maintaining accurate electronic medical records. This role helps patients navigate administrative steps and gives clinical colleagues organized, timely information to support their work. Duties • Welcome patients, assist with check-in and scheduling, and handle front-desk inquiries with professionalism and discretion. • Manage phone systems, route calls, relay messages, and coordinate follow-up with patients and staff. • Update electronic medical records accurately, organize office documentation, and use medical terminology appropriately. • Support routine administrative workflows and help keep patient information organized and accessible. Your impact: Organized records and responsive coordination help colleagues provide patients with a smoother office experience.

Qualifications & Experience:

Medical Office Assistant certificate or Office Assistant/Administration certificate. Experience Required: Clear communication, attention to detail, basic computer skills, and the ability to handle records and front-desk tasks accurately and respectfully. Preferred: Experience in a medical office, or other office or administrative setting; familiarity with EMR (OSCAR) electronic medical records, medical terminology, and multi-line phone systems is an advantage.
