

Job Advertisement: Medical Office Assistant – Temp Coverage

Position: Medical Office Assistant

Location: Campbell River, BC

Hours: Full time

Wage: TBD

Company: Orthopaedic Surgery Office

Job Description:

We are seeking a reliable and organized Medical Office Assistant. This will be full-time temporary coverage position for approximately 13 months beginning August/September 2025. Part time hours also available immediately.

As a Medical Office Assistant, you will play a crucial role in ensuring the smooth and efficient operation of our office, supporting our healthcare professionals and contributing to an exceptional patient experience.

Responsibilities:

- Greet and assist patients in a courteous and professional manner
- Answer phone calls, schedule appointments, and manage patient inquiries
- Maintain patient records accurately and confidentially
- Assist healthcare providers with variety of administrative tasks as needed
- Collaborate with colleagues to maintain an organized office environment
- Maintain patient confidentiality

Requirements:

- MOA, Hospital Unit Clerk or Administrative certification or equivalent experience.
- Previous experience in a medical office setting preferred but not required
- Prior experience with EMR systems (Accuro) will be considered an asset
- Strong communication and interpersonal skills
- Excellent organizational abilities and attention to detail
- Proficiency in basic computer applications (e.g., Microsoft Office)
- Ability to multitask and prioritize tasks effectively
- Compassionate and empathetic attitude towards patients
- Willingness to learn and adapt in a fast-paced environment
- Ability to work independently and as a team

Benefits:

- Competitive hourly rate based on experience
- Opportunity to work with a dedicated team of healthcare professionals
- Potential for long term employment
- Convenient schedule with flexibility

How to Apply:

If you are interested in joining our team as a Medical Office Assistant, please submit your resume and a brief cover letter outlining your qualifications and availability to Birklee.ortho@gmail.com

We appreciate everyone who applies; however only shortlisted applicants will be contacted.