

Medical Office Assistant

Dr. Adelasoye Inc. — Campbell River, BC

The Office of Dr. Remi Adelasoye is seeking a part-time medical office assistant.

The candidate should:

- Be highly organized, self-motivated, and demonstrate initiative and autonomy.
- Be comfortable working with a diverse clientele.
- Should enjoy interacting with people and be a positive team player, always willing to lend a hand.

- Should possess a professional demeanor, polished and poised in appearance, with excellent people service skills.

Main responsibilities:

- Work closely with the OBGYN and be involved in all aspects of the patient/client experience.
- Represent the organization with a positive and professional image in all levels of operation, internal and public.
- Ability to maintain client/patient confidentiality.

- Answering phones, greeting, scheduling, referring, and confirming patients/clients via telephone, email, and online appointments;
- Book all client appointments to EMR/ OSCAR software.

Pay:

- Competitive wages negotiable based upon experience.

We thank all applicants for their interest; however, only qualified candidates will be contacted.

Qualifications & Experience:

- Gynecology office experience would be an asset, but training will be provided if needed.

- MOA (Medical Office Assistant) or Hospital Unit Clerk certification
- Proficiency in the Microsoft Office software suite will be an asset.
- Comfortable operating computers, photocopiers, and fax machines
- Excellent oral and written communication skills.
- Ability to maintain accuracy while doing multiple tasks or working under pressure
- Any other combination of education and relevant experience will be considered

Job Types: Part-time, Permanent

Salary: \$18.00-\$20.00 per hour

