



Job Description:

Our client in on the mainland is looking for a Medical Office Assistant .Their will be some billing involved, they use Med net software, along with Excel. You have the capability to build medical charts, and you must have excellent phone skills. You must take pride in your personal appearance as this is a professional business office. Also, surgeries are performed on site so you need to have a good bedside manner.

The right fit will be outgoing, positive and enthusiastic. You are able to multitask in a fast paced environment. You must navigate complex computer systems, working off dual screens. You need to be detail oriented and understand medical terms, you must be flexible, and a forward thinker. Your most important attribute is the ability to make people feel warm and welcome in the office.

To be considered for this great opportunity please send your resume to E-mail
Address [little ones.ca](mailto:little.ones.ca)