



HOURS OF WORK - Monday to Friday from 8:15-4:15

Description

Working in a pediatric clinic the medical secretary will be an integral member of the professional team.

To be successful in this role you must have excellent communication skills both written and verbal. Expected attributes would include: organized, friendly, courteous and professional.

JOB RESPONSIBILITIES INCLUDE:

- Booking appointments and procedures
- Invoicing and collecting payment
- Greeting patients
- Answering phones and returning messages
- General office duties

A SUCCESSFUL CANDIDATE WILL HAVE:

- Excellent customer service and interpersonal skills
- Excellent organizational skills
- Excellent attention to detail
- Strong computer and keyboarding skills
- Excellent oral and written communications
- Able to multi-task

If you are interested in this position and meet the above criteria, please forward your resume to apply.