

### **Medical Office Assistant position**

The Office of Dr. Remi Adelasoye is seeking a medical office assistant to start immediately: The candidate should:

- Be able to work, at least 2 days per week, 8am to 4pm with a lunch from 12 to 1pm.
- Is highly organized, self-motivated and demonstrate initiative and autonomy.
- Is comfortable working with a diverse clientele.
- You enjoy interacting with people and are a positive team player, always willing to lend a hand.
- Posses 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 phone, email and online appointments;
- Book all client appointments to EMR/ OSCAR software and patient appointments

#### **Pay:**

- Competitive wages negotiable based upon experience.

We thank all applicants for their interest, however; only qualified submissions, including resume and cover letter (outlining why you believe you are a good candidate) will be contacted.

#### **Qualifications & Experience:**

Gynaecology office experience would be an asset but training will be provided if needed.

- MOA (Medical Office Assistant) or Hospital Unit Clerk certification
- Proficiency in 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

**Applications should be sent to: [linda.ncube03@gmail.com](mailto:linda.ncube03@gmail.com)**