

**Expired**

# Medical Administrative Assistant

Posted by yYoung Medical Clinic

**Posting Date : 19-Sep-2024**

**Closing Date : 18-Mar-2025**

**Location : Vancouver**

**Salary : \$28.00 Per Hour**

## Job Requirements

- **Education:** High school graduation certificate
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ5210848

## Job Description:

yYoung Medical Clinic in Vancouver, BC is looking for an experienced Medical Administrative Assistant.

**Job details are as follows:**

**Location of employment:** 2-1721 Main Street, Vancouver, BC, V5T 3B5

**Number of position:** 1

**Job Type:** Full time and Permanent

**Starting date:** as soon as possible

**Salary:** \$28.00 per hour, 37 to 40 hours per week

**Experience:** 1 year to less than 2 years

**Education:** Secondary (high) school graduation certificate

**Languages:** English

**Tasks:**

- Coordinate the flow of information
- Interview patients to obtain case histories
- Open and distribute regular and electronic incoming mail and other material
- Schedule and confirm appointments
- Train staff in procedures and in use of current software
- Complete insurance and other claim forms
- Maintain filing system
- Order supplies and maintain inventory

- Enter and format electronically based medical reports and correspondence and prepare spreadsheets and documents for review
- Initiate and maintain confidential medical files and records
- Prepare draft agendas for meetings and take, transcribe and distribute minutes
- Perform data entry
- Provide customer service

**Work conditions and physical capabilities:**

- Fast-paced environment
- Attention to detail

**Personal suitability:**

- Accurate
- Client focus
- Efficient interpersonal skills
- Excellent oral communication
- Initiative
- Judgement
- Organized
- Reliability

- Team player

**Who can apply to this job?**

– Anyone who can legally work in Canada can apply for this job

– If you are not authorized to work in Canada, please do not apply. The employer will not respond to your application

**How to apply:**

**By email:** [yyoungmedical@outlook.com](mailto:yyoungmedical@outlook.com)

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