



## Medical Administrative Assistant

**Posted by:** yYoung Medical Clinic

**Posting date:** 19-Sep-2024      **Closing date:** 18-Mar-2025

**Education:** High school graduation certificate

**Language:** English

**Job location:** Vancouver

**Salary:** \$28.00 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ2457474

Expired

### 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)

**Posted on [canadianjobportal.com](https://canadianjobportal.com)**