

**Employment Opportunity
Medical Office Administrator (MOA)**

Term:

Temporary, Part-time

Job Summary:

Our clinic has an immediate need for an organized and reliable Medical Office Administrator. The successful candidate will be responsible for fulfilling a myriad of administrative duties including scheduling, coding patient communication and filing, and billing support. We are seeking a team player who assists medical practitioners with the smoother operation and flow for patient visits and care.

Duties:

- Scheduling client appointments and confirming appointments
- Maintaining and updating all patient records
- Assisting with replenishing medical supplies
- Assists Senior MOA with other duties as assigned

Qualifications and Skills:

- Medical Office Administrator certificate
- Minimum of two years' experience
- Demonstrates ability to utilize and understand Medical Terminology
- Ability to use a high degree of tact, diplomacy, and confidentiality in working with others
- Excellent verbal, written, and organizational skills
- Demonstrated proficiency in Word and Excel applications
- Knowledge of Secwépemc culture is an asset

Additional Requirements:

- Possess valid British Columbia driver's license and submit current drivers abstract
- Police Information check with Vulnerable Sector screening will be required

Please forward your cover letter, resume, professional references and all certificates/transcripts that prove you can meet our educational skills and abilities to:

Q'wemtsín Health Society
Attn: Human Resources Department
130 Chilcotin Road
Kamloops, BC V2H 1G3
E-mail: hr@qwemtsin.org

The deadline for this posting is **June 9, 2020 at 3:00 pm.**

We thank you all for your submissions – only those who are short-listed will be contacted.