

Podiatry clinic seeking a motivated, friendly and efficient Medical Assistant with great attention to detail. This position includes exposure to wounds, amputations, infections and surgical care. Duties would include:

Loading patients in exam rooms and interviewing
Assisting the doctors in exam rooms
Performing some in office testing (vascular studies)
Taking x-rays of patients
Surgical booking and paperwork
Cleaning the exam rooms between patients
Returning patient phone calls regarding medical issues
Placing orders for supplies
Running the autoclave and cleaning instrumentation
Stocking rooms
Assisting the front desk as needed

Candidates should be:

People friendly
Patient
Have attention to detail
Team-players
Focused
Driven for success
Not easily distracted
Honest
Reliable
Be able to multitask and handle a fast pace office

The position is:

7:45AM-4:30PM Monday-Friday

Major holidays off

PTO and health insurance

Job Type: Full-time

Salary: \$17.00 - \$20.00 per hour

Benefits:

- Dental insurance

- Health insurance
- Paid time off

Medical specialties:

- Podiatry
- Wound Care

Schedule:

- 8 hour shift
- Monday to Friday

Work setting:

- Clinic
- In-person

Education:

- High school or equivalent (Preferred)

Work Location: In person