Medical administrative assistant

Job ID
39079

Robert J. Scott, M.D. C.C.F.P. DBA Ocean Medical Clinic

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LOCATION	DATE POSTED	EXPIRY DATE
1884 Marine Drive, West Vancouver, BC| British Columbia	09-02-2026	05-02-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 36.80	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

We are looking for a Medical administrative assistant to join our team.

Languages required: English

Hours: 32 to 40 hours per Week

Benefits: Dental plan, Health care plan, Vision care benefits

How to apply: Send your resume to ama@oceanmedical.com
Or by mail at 1884 Marine Drive, West Vancouver, BC, V7V 1J6

Job Description

Job duties include, but are not limited to:

- Coordinate the flow of information
- 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
- Determine and establish office procedures and routines
- 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

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