



Medical Office Assistant

Description

1. We, **Dr. Richie Cabigting Chiropractic Corporation o/a RC Walk-In Chiropractic** are looking for a Full-Time & Permanent **Medical Office Assistant**. (We can consider Part-time as well as Full-time applicants)
1. **Employer:** Dr. Richie Cabigting Chiropractic Corporation o/a RC Walk-In Chiropractic
2. **Title:** Medical Office Assistant
3. **Work Location:** 1399 McPhillips St suite 12, Winnipeg, MB, R2V 3C4
4. **Work Settings:** Chiropractic Clinic
5. **Wage:** \$22.86/hr based on 30-35 hrs/wk, with 4% paid vacation
6. **Overtime:** Overtime will be paid after 8 hrs/day, or 40 hrs/wk
7. **Education:** Completion of secondary school
8. **Experience:** 3-5 years of work experience or equivalent education in a related field
9. **Terms of Employment:** Permanent, Full-time
10. **Position Available:** 1
11. **Language:** English
12. **Job Description:**
 - Handle telephone calls, mails, and emails, and communicate information as required.
 - Arrange appointments and ensure communication between medical personnel and patients.
 - Develop and internal administrative procedures, such as organization, tracking, filing, and monthly reporting.

Closing Date

June 30, 2024

Categories

Health

Employer

RC Walk-In
Chiropractic

Location

Seven Oaks

Address

1399 McPhillips St
suite 12, Winnipeg,
MB,, R2V 3C4

Job Type

Full-time

Education Level

High School

Email

Richie-
chiro@outlook.com

- Collect information from patients for forms, documents, and case histories.
- Prepare financial statements, bills, and invoices, etc for patients.
- Prepare and format reports and correspondence electronically, and compile spreadsheets and documents for review.
- Prepare records and files, and keep their confidentiality.
- Establish and standardize office procedures and protocols.
- Manage office supply inventory, place orders, and coordinate servicing for office equipment if necessary.

13. **Others**

14. We welcome applications from underrepresented groups such as Indigenous peoples, New Immigrants, Youths, Refugees, Elders, and Asylum Seekers, etc.
Candidates legally entitled to work in Canada can apply.

1. **How to apply**

2. **Email:** Richie-chiro@outlook.com
3. **Mail:** 1399 McPhillips St suite 12, Winnipeg, MB, R2V 3C4