Job Opening: Medical Assistant

General Description

Full-time/Part-time Medical Assistant position available in the Upper East Side, no experience necessary. Looking for a reliable, punctual and polished individual. Experience not necessary, we will train.

Candidates do not need to have a Medical Assistant license and must have at least a High School Equivalent/GED diploma.

Please note for those candidates who have limited English proficiency: English language skills should be enough to have a basic conversation with our patients when they put the patients in the procedure rooms.

Opportunity to work in a high-end, NYC cosmetic medical-surgical practice dealing with vein problems. You will assist medical providers with minor medical procedures. We offered an extremely friendly work culture along with sophisticated patients. Ability to learn a skill and grow professionally. You will be paid weekly through our payroll processing agency at $15.00 per hour.

Medical Assistant Job Responsibilities:

- Helps patients & medical providers by providing assistance
- Escorts patients to treatment rooms & prepares patients for examination
- Saves doctors’ time by assisting
- Secures patient information by keeping patient information confidential
- Maintains safe, secure, and healthy work environment by establishing and following standards and procedures
- Keeps supplies at the ready by maintaining stock
- Updates job knowledge by participating in educational in-service and webinar training
- Adhering to professional standards; facility policies and procedures; and federal, state, and local requirements
- Works well with others as a part of a team