Medical Assistant

Chinatown Cardiology is seeking to hire a full-time and part-time Medical Assistant, in Manhattan, Brooklyn, and Queens.

Schedule:

Full-time: Monday to Friday, Saturday, Sunday

------ Full time will usually include 1 weekend day and 4 weekdays

Part-time: hours weekly schedule

------ Part time can range from 2-4 days a week (8 hr. shift per day)

Pay:

Pay is hourly, depending on experience, if no experience = minimum wage

$15-$16 per/hr

Job Description:

Assist with various tasks including EKGS, vitals, and other tastings.

A Medical Assistant is responsible for assisting Doctors and Nurses in providing care to their patients. Their duties include recording and updating medical histories and contact information in patient files, scheduling patient appointments and performing standard care procedures like drawing blood, checking vitals or collecting lab samples.

Medical Assistants should have the following skills and qualifications:

- Strong verbal and written skills
- Superior customer service skills
- A high level of professionalism