

MEDICAL SECRETARY

Growing medical practice is seeking an experienced individual for a full time medical secretary position. Duties include answering multiple phone lines, directing patients and visitors, scheduling appointments, patient registration, and checking patients in and out for appointments, and other clerical tasks.

Candidates must be dependable, have exceptional organizational and multi-tasking skills, be a fast learner, flexible, and work well with people.

Interested candidates send letter of interest and resume to:

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