

Medical Assistant

Full time

Closing shift 10am -7pm

Monday - Friday

Rotating weekends (2 weekend days a month)

Fast paced pediatric practice in Fremont is looking for a full-time Medical Assistant. This is a very busy office with multiple providers.

This practice places a priority on making families feel welcome. We are seeking candidates who believe that going that extra mile to help families is important. We are also looking for that person who thrives on making their own work environment more fulfilling.

Candidates must have good communication skills, good manners and have a good rapport with people.

Back office duties include rooming patients, taking vitals, assisting with in office procedures and injections etc.

Requirements:

New medical assisting graduates are welcome to apply.

Previous medical assistant experience of 1 to 2 years a plus but **not required**.

Applicants must be comfortable working with computers (Electronic Medical Records experience a plus).

Must be able to multitask.

Must have excellent attention to detail.

Prior experience in a pediatric, family practice or urgent care facility a plus.

Hep B vaccination and previous negative TB test required.

If you have medical office experience and you would like to make a difference in creating a positive work environment and a nurturing, loving environment for children and their parents, please apply now.

Benefits include: health, dental, vision and life insurance; holiday, vacation and sick hours.

Job Type: Full-time

Pay: From \$21.00 per hour

Benefits:

- Dental insurance
- Employee assistance program
- Free parking
- Health insurance
- Life insurance
- On-the-job training
- Paid sick time
- Paid time off
- Paid training
- Pet insurance
- Vision insurance

Medical specialties:

- Pediatrics

Schedule:

- Monday to Friday
- Rotating weekends

Work setting:

- Clinic
- In-person

Ability to commute/relocate:

- Fremont, CA 94538: Reliably commute or planning to relocate before starting work (Preferred)

Experience:

- EMR systems: 1 year (Preferred)
- Vital signs: 1 year (Preferred)
- Medical Assistant: 1 year (Preferred)

Interested candidates please call: 510-792-4373