

Medical Office Assistant in Fremont- Busy medical office has an immediate opening for a part time clerical position Monday through Friday

Job duties include: handling multiple telephone lines, appointment scheduling, preparation of appointment letters, greeting patients, heavy filing, data entry in addition to multiple miscellaneous office duties.

Candidate must have flexible availability, strong communication and interpersonal skills, strong organizational skill and attention to detail. Previous medical office experience is a plus but not necessary.

For consideration please forward your resume to: Eva39210@gmail.com