

POSITION OPENING

POSITION: MEDICAL SECRETARY	STATUS: FULL TIME
DEPARTMENT: PPG - PRIMARY CARE OFFICE	HRS/PAY: 75.0
SUPERVISOR: SHELLY YOUNG	JOB GRADE: C-1

RESPONSIBILITIES

A Full Time position is available in the PPG Primary Care Office and may include evening and weekend hours in addition to day shift. Applicant must be somewhat flexible with hours as required by the schedule. Individual must be able to demonstrate competency in exhibiting excellent communication and telephone skills; and demonstrate superior customer relation skills. Medical terminology required with previous experience and/or knowledge of insurances preferred. Excellent organization, typing and/or computer skills required. Two years medical secretary or medical assistant education program preferred, but will consider clerical experience in a medical office in lieu of education. Medical assistant training/certification is a plus.

Physical Demands: Moves throughout the offices the majority of the day. Minimal lifting required.

Job description outlining responsibilities and qualifications is available in Human Resources. Application for the position indicating qualifications can be written or e-mailed and must be submitted to Barb Kostok, Human Resource Director.

Date Needed To Start: As Soon As Possible

Posting Period: 03/26/2024 – 03/30/2024

Application Deadline: Noon on 03/31/2024