Medical administrative assistants (NOC:13112)

Job ID
48747

Mercy Medical Clinic Inc.

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LOCATION	DATE POSTED	EXPIRY DATE
14856 75A Ave, Surrey, BC | British Columbia	14-01-2026	09-01-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 38.60	3 years to less than 5 years	College/CEGEP

Job Details

Mercy Medical Clinic Inc.

Location:14856 75A Ave Surrey, BC V3S 0V1

Job Details

Position: Medical administrative assistants (NOC:13112)

Number of Vacancies: 01

Job Type: Permanent, Full-time

Anticipated Start Date: As soon as possible

Work Location: 14856 75A Ave Surrey, BC V3S 0V1

Wage: $38.60 hourly, 35 hours per week

Education: College/CEGEP

Experience: 3 year to less than 5 years

Language: English

Job Responsibilities

Coordinate the flow of information

Interview patients to obtain case histories

Schedule and confirm appointments

Train staff in procedures and in use of current software

Complete insurance and other claim forms

Maintain filing system

Determine and establish office procedures and routines

Enter and format electronically based medical reports and correspondence and prepare spreadsheets and documents for review

Initiate and maintain confidential medical files and records

Prepare draft agendas for meetings and take, transcribe and distribute minutes

How to Apply

By Email: jeysuvi@gmail.com

By Mail: 14856 75A Ave Surrey, BC V3S 0V1

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