

Medical Office Assistant/ Medical Receptionist

Nolan RidgeCourt Medical Centre – 105 – 150 Nolan Ridge Court NW. T3R 1W7 Calgary, AB

Full-time, Permanent

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Now Hiring

Nolan RidgeCourt Medical Centre – A new medical clinic is looking for an experienced Medical Receptionist and MOA to join our team. Do you love interacting with people? Do you go above and beyond for patients? Then come join our amazing team. A world-class patient care is our utmost priority and we are looking for great people. We are looking for candidates with:

- Previous experience in a Medical Clinic setting
- MOA Certificate
- Experience with Med Access EMR is preferable
- AHS Billing experience is beneficial
- World-class patient/client service
- Multi- tasking ability
- Great attention to detail
- Proficient in Microsoft Word and Excel

Kindly note, only successful candidates will be contacted.

Job Type: Full-time

Job Types: Full-time, Permanent

Salary: \$16.00-\$20.00 per hour

Schedule:

- 8-hour shift
- Monday to Friday
- Saturday - Optional

Experience:

- Medical Reception: 1 year (Minimum)
- Med Access EMR: 1 year (Minimum)
- MOA: 1 year (Minimum)

Administrative Duties:

- Billing
- Scheduling
- Answering phones

How to Apply: Send your resume to info@graceplaza.ca