**Alberta Retina Consultants**

Excellence in Patient Care, Research and Teaching.

Mission Statement: To improve the health of our patients by identifying and treating diseases of the retina and vitreous

Values: Team work, Respect, Accountability, Hard work

We are looking for a **Medical Office Assistant**

Alberta Retina Consultants was established in 1998 to meet the retina needs of Albertans.  Six retina specialists work together, to provide seamless care to our patients.  A range of clinic staff assist the physicians in providing outstanding retinal care. This growing team requires a Medical Office Assistant to be the first point of contact for our patients, whether at reception or in the call centre. This position is part of a dedicated team working in a very busy, patient focused environment.

**The Person**

* A patient focused team player
* A strong communicator
* Able to confidently multi-task
* Possesses a positive attitude with a strong personal work ethic
* Experienced in a medical or vision related field

**The Position**

* Hours of work vary between 8.30 am to 7pm, Monday to Friday
* Is part of a team managing the patient experience
* Respond to patient concerns and questions about appointments
* Requires a high level of detail in computer work

Salary starts at $16.50 per hour commensurate with skills and experience, and a comprehensive benefit package is provided. Interested candidates please email cover letter along with resume to abretina.hire@gmail.com.