**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 **Scheduling Coordinators**

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 scheduling staff to provide direct support to a physician by scheduling patient appointments, in a very busy patient centred environment.

**The Person**

* Committed to providing excellent patient support
* Organization skills, a problem solver, able to multi task,
* Independent yet a team player.
* Has a positive attitude with a strong personal work ethic
* Experience in a vision related field
* Confidently works under pressure

**The Position**

* Managing physician schedules
* Communicating with physicians to ensure scheduling needs are being met
* Corresponding with patients and referring clinics regarding appointments
* Handling last-minute scheduling cancellations or revisions
* Maintaining and updating physician and patient data
* Physician administrative support as required
* Liaising with hospitals to organize patient appointments

We provide a competitive salary, starting at $17.00 per hour, commensurate with education and experience as well as an employer paid benefit package.

Interested candidates and please email cover letter along with resume to abretina.hire@gmail.com.