

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: Teamwork, Respect, Accountability, Hard work and Knowledge

****Covid-19 vaccination required****

We are looking for a Medical Office Assistant (Maternity Leave Coverage)

Alberta Retina Consultants was established in 1998 to meet the retina needs of Albertans. Eight retina specialists work together, within Alberta Retina Consultants, to provide seamless care to our patients. These specialists, Dr. Mark Greve, Dr. Brad Hinz, Dr. Matt Tennant, Dr. Chad Baker, Dr. Riz Somani, Dr. Dave Ehmann, Dr. Mark Seamone and Dr. Paul Grewal. Each hold educational appointments at the University of Alberta, while also involved in ongoing retina research. The office staff assist the physicians in providing outstanding retinal care 24 hours a day, 7 days a week, 365 days a year. Please do not hesitate to contact us directly should you have a retina related questions.

The Person

- A patient focused team player in a fast-paced health center environment
- A strong communicator, both oral and written
- High attention to detail
- Able to confidently multi-task in a busy environment
- Possesses a positive attitude with a strong personal work ethic
- Experienced in a medical or vision related field
- Medical Office Assistant Certificate Preferred
- Experience in optometry or ophthalmology practice is preferred but not required

The Position

- Hours of work vary between 8:30 am to 7pm, Monday to Friday (5 days/week depending on Clinic Needs)
- Is part of a team managing the patient experience
- Greet patients as they enter the clinic
- Answer incoming phone calls
- Respond to patient concerns and questions about appointments
- Requires a high level of detail in computer work
- Healthquest experience an asset but not required

Job Type: Fixed term contract

Contract length: 12 months

Wage: Starting at \$18.51/Hr

Benefits:

- All benefits are 100% employer paid
- Dental care
- Employee assistance program
- Extended health care
- Life insurance
- Paid time off
- Vision care
- Uniform allowance
- Work social events throughout the year