



EXECUTIVE MEDICAL OFFICE ADMIN ASSISTANT

PART TIME POSITION

Our dynamic primary care office, in the West 40's near 5th Avenue, is looking for a **Part-Time Executive Medical Office Admin Assistant.**

Do you have a pro-active work mentality, are a multi-tasking superstar, with matching detail oriented skills? Then we have the perfect job for you!

JOB DESCRIPTION:

We are looking for the intuitive and enthusiastic "right hand" for our growing primary care office, in the heart of Manhattan. The ideal candidate will have several years of experience supporting executives, preferably in the primary care sector.

Moreover, a strong urge to organize, prioritize and multi-task, with exceptional communication skills towards our patients and vendors.

If you enjoy solving problems, are a self-starter that learns and operates with minimal supervision, then we are looking for you to join our team!

JOB REQUIREMENTS:

- 3+ years experience Executive Admin/ Executive Assistant Position
 - or relevant Office Management Experience
- Primary Care Experience
- Strong Multi-Tasking and Prioritizing Skills
- Ambitious Self-Starter, Organized and Detail-Oriented
- Proficiency in the English Language, in both writing and speaking
- Intermediate to advanced skills in both MS Office, Google Docs & Internet Navigation
- Sense of humor and ability to enjoy a fun and professional work environment



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INTERESTED?

To be considered for this position please send your **Curriculum Vitae** and **Cover Letter** to resumes@MidtownHealthNYC.com .

Please note that CV's or resumes without a Cover Letter will not be considered.

- Must be able to successfully pass a **pre-employment background check** and **drug screen**
- Competitive compensation package includes, paid time off (PTO) & medical benefits for eligible employees
- Principals only. Recruiters, please do not respond to this job posting or contact Midtown Health & Wellness with unsolicited services or offers

JOB TYPE:

Part-Time 3 Days/Week

Could lead to Full-Time position for right candidate and if applicable to situation

JOB LOCATION:

- Manhattan, NY