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MEDICAL ASSISTANT / PATIENT MARKETING COORDINATOR (los gatos)

We are a state of the art multi cultural primary care and aesthetics medical group located near Good Samaritan Hospital seeking mature seasoned professionals that are energetic supreme communicators, people oriented medical assistants/patient coordinators for full and part-time work positions in back and front office. Great presentation, people skills and professional demeanor a must. Candidates must possess a minimum of two years experience in a medical office. Successful applicants must be competent with electronic medical records and MS Office. Esthetician and marketing experience and abilities a big plus. Related work references and background check required. Applicant must pass an in-house health exam as well. Position requires a high degree of problem solving skills and high aptitude for learning and live within 20 - 30 minute commute of Good Samaritan Hospital. Second language is a definite plus. Mandarin/Cantonese or Farsi an additional plus. Possessing both front and back office experience also a plus.

compensation: **Compensation commensurate with ability and experience, medical benefits available**

If this sounds like you, please submit a cover letter with your salary expectations, an up to date resume, and a current professional photo or link to your professional network (ie, LinkedIn or other). Candidates without the expressed qualifications, and emails without the requested documents, will not be considered.

- Principals only. Recruiters, please don't contact this job poster.
- do NOT contact us with unsolicited services or offers

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