SUMMIT SURGICAL ASSOCIATES

101-250 Dogwood St, Campbell River, BC V9W 2X9
Ph: 250-850-1104 fax: 250-850-1105

Dr. Tiffany Chan, MD FRCSC, general and colorectal surgeon
Dr. Jaclyn Farquhar, MD FRCSC , general and laparoscopic surgeon
Dr. Leanne Wood, MD FRCSC , general surgeon

WANTED: MOA practicum student or Full time or Part time medical office assistant or office receptionist

START DATE: Nov 8, 2021 or as soon as possible

We are seeking a competent, responsible team player to work in our general surgery clinic. We value integrity, professionalism, resourcefulness and problem-solving skills in our staff members. We are looking for someone who has computer literacy and good public relations and communication skills.

We consider previous work experience in an office or other setting that involves interacting with the public and basic clerical work an asset. MOA certificate or experience and basic first aid training is an advantage. Applicants must have grade 12 or equivalency and be fluent in oral and written English.

Please apply by submitting a resume and cover letter by email to summitsurgical.cr@gmail.com.

Start date: Nov 8, 2021

Job Types: Practicum Student, Full time or Part time with the possibility of increasing to full time

Salary: starting from $17 per hour, negotiable based on work experience

Benefits:	**Schedule:**	**Basic Duties:**
-On-site parking	-4-8 hr shifts	-Scheduling
-Paid sick leave	-Mon to Fri	-Answering phones
		-Electronic Filling
		-Formatting Letters
		-Preparing Patient Exam rooms