

EMPLOYMENT OPPORTUNITY

Otolaryngologist (ENT Surgeon) seeking **Medical Office Assistant** for busy practice in Amherst, Nova Scotia.

Qualifications:

- Certificate or diploma from an approved school of business in office administration required.
- Recent experience in a health care provider environment preferred.
- Recent experience in Medical Transcription and Dictaphone systems is required.
- Medical Terminology preferred.
- Demonstrated proficiency in Microsoft Office programs including Word, Excel, Power point, internet and email required.
- Demonstrated ability to work independently.
- Confidentiality and communication with sensitive issues a required skill.

Only those who qualify will be contacted for an interview

The deadline for submitting applications is 3:00 pm, Friday,

June 8, 2018.

Please forward resumes to katie.beal@nshealth.ca or fax (902) 667 5045