

Clinic Job Postings

Gebhardt Family Medicine

MOA / Receptionist

Dr. Gebhardt is looking for an energetic individual to fill the position of Medical Office Assistant and Receptionist. **This is a full time position.**

The successful candidate will be enthusiastic, communicate well with members of the public, have a proven ability to work effectively in a fast paced environment, be able to work independently as well as within a team environment, and possess excellent organizational skills. Must be proficient with computers with a knowledge of electronic medical records and be comfortable with a multi-line telephone system.

Medical Office Assistant diploma or certificate would be considered an asset.

Interested candidates are asked to apply no later than **Friday August 13, 2021**

Please send your resumes to the attention of:

Dr. Ian Gebhardt
ian.gebhardt@gmail.com

Only those applicants selected for interview will be contacted. All others are thanked in advance for their interest.