Ophthalmic Medical and Surgical Assistant Position- 1 Year Commitment

I am a Cosmetic & Reconstructive Oculoplastic Surgeon seeking a hardworking, dedicated, detail-oriented and customer service-driven Medical Assistant for a 1 year commitment. This is an incredible place to work, and we're looking for an incredible person to add to our practice.

Our practice opened 5 years ago and is still rapidly expanding. We've gone from seeing 5 patients per day to 25 patients/day in the past few years! We need a Medical & Surgical Assistant who is professional and presentable. This is an ideal position for graduating pre-medical students seeking clinical experience. If you are looking to start a career in healthcare and need medical field experience, this will be an excellent opportunity for you.

Medical Assistants play a key role in our practice, and the position requires an individual who believes in concierge-quality hospitality. We have a strong team and are very selective with whom we are willing to add to our practice. Experience is great, but not necessary. We're looking for people who are eager and quick to learn new things and are adaptable enough to grow alongside our expanding organization.

One of the coolest aspects of this job is that you will not only be working in the office, but also in surgery. You will be assisting the doctor and getting your hands wet!

Responsibilities include, but are not limited to:

- Promptly and professionally assisting the doctor in patient care
- Accurately performing screening and diagnostic tests, including history taking, visual acuity, visual field, checking pupils and eye pressure
- Scribing for the doctor
- Preparing procedure room for surgeries
- Assisting the doctor in surgical procedures
- Patient care coordination - managing efficient patient flow in the office
- Giving postoperative instructions to patients
- Keeping inventory and maintaining all equipment

Requirements:

- Must have exceptional customer service skills. This field is not just about healthcare; it is a hospitality profession
- Excellent computer & typing skills and ability to learn new software quickly
- Well-spoken, energetic, dependable, detail-oriented, self-motivated
- Warm, friendly, non-smoker
- Ideally bilingual (English / Spanish)
- Full time position - 9-5, varies slightly. No weekends!

To be considered, please submit a cover letter and resume. I will be honest- the most important thing I am looking for is someone who believes in hospitality. In your cover letter, if
you could write just a few sentences expressing your understanding and commitment to that type of professionalism, you will be much more likely to get the job. Also, include your intended length of employment (we strongly prefer at least a 1 year commitment), any salary requirements and other pertinent information.

Submission Email: gapyear@bergeneyelids.com