

POSITION TITLE: Medical Admin

Employment Type (FT,PT,Contract): PT

Rate of Pay: to be determined

Job Location: Burlington

Hours of Work: 16-20 hrs per week

Start Date: immediately

Application Deadline: 31 July 2018

COMPANY NAME: Dr. J. Khetani

Street Address: 1435 Plains Rd. E., Unit 5 Burlington

Phone: 905-639-2244

Fax: 905-639-2253

Email: burlingtonsinus@gmail.com

Website:

General Description of Duties:

Reception, appointment scheduling, telephones, scanning, filing

Skills and Experience Required:

EMR (Accuro) an asset

How to Apply:

fax or email

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