

Certified Medical Assistant

Centro Global Solutions - Winchester, VA

\$13.50 an hour

Are you looking for excellent compensation and benefits, but more importantly, a fantastic team to work with? Then look no further and join our team!

Centro Global Solutions, an established Health Care Services Organization, is looking for dedicated, self-motivated, outgoing, and energetic Certified Medical Assistants to join our team. Join us and we'll invest in your future with excellent training, competitive benefits, and outstanding working environment.

Responsibilities:

Use a VoIP line to reach out to contacts.

Follow specific scripting requirements during all telephone interactions to obtain information.

Email to respond to correspondence follow up with contacts.

Use computer application to maintain records.

Qualifications:

Proficiency in Microsoft Office and keyboarding skills is a must.

Excellent interpersonal, written and oral communication skills.

Ability to work in multi-task environment.

Ability to build rapport and assess information given to determine results.

Experience in Internet, phone and voice over IP Services is a Plus.

Details:

Salary: \$13.50 Hourly

Job Type: Full-time

Required education: High school or equivalent

Required certification: Qualified applicants MUST have their Medical Assistant Certification
Computer Skills: 1 year

Job Location: Winchester, VA

Job Type: Full-time

Salary: \$13.50 /hour

Job Location:

- Winchester, VA 22603

Required experience:

- Certified Medical Assistant: 1 year
- Medical Assistant: 1 year

Required license or certification:

- CMA

How to Apply:

All candidates are asked to complete an online application through the link below.

<https://www.indeed.com/cmp/Centro-Global-Solutions/jobs/Medical-Assistant-e5d6dc517a6eb56d?q=medical+assistant>

Candidates are welcome to contact the Human Resources Manager for this position: Elsa Phillips at elsa.phillips@centrogs.com and 571-327-3110