



Medical Administrative Assistant (NOC 13112)

Description

Job Description:

Job Title: Medical Administrative Assistant (NOC 13112)

Term: Permanent, Full-time

Company Name: TCM Wellness Centre Inc.

Salary: \$24 - \$28 per hour

Work Hours Per Week: 30 Hours

Benefits: 10 days of paid vacation per year and free on-site parking

Contact Email Address:
TCMwellnesscentreMB@gmail.com

Business & Work location: 661 Pembina Hwy, Winnipeg MB R3M 2L5

Our Company:

For many years, acupuncture has been an essential component of traditional Chinese medicine. It is predicated on the idea that the human body contains energy forces and that pain and illness come from an imbalance or interruption in the movement of this energy.

Closing Date

May 13, 2025

Categories

Business, Finance and Administration

Employer

TCM Wellness Centre Inc.

Location

Fort Garry

Address

661 Pembina Hwy, Winnipeg, MB
R3M 2L5 Winnipeg, R3M 2L5

Job Type

Permanent

Education Level

College

Wage

\$24.00 - \$28.00

At TCM Wellness Centre Inc., we provide a range of acupuncture treatments to make your pain-relieving experience as comfortable and caring as possible. We encourage you to step beyond your comfort zone and observe how acupuncture may help your body heal.

Duties

- Schedule and coordinate patient appointments for TCM consultations, treatments, and follow-ups.
- Gather patients' personal and medical history, ensuring all forms are completed accurately.
- Organize and maintain electronic and paper medical records in accordance with confidentiality guidelines.
- Handle billing for treatments and services, including processing insurance claims and payments.
- Assist practitioners in drafting treatment plans, recording notes, and preparing any necessary documentation.
- Order and maintain necessary supplies such as herbal medicine, acupuncture needles, and office materials.
- Communicate patient information and appointment updates to doctors, acupuncturists, and other practitioners.
- Assist in preparing financial reports, invoicing, and monthly revenue tracking for the wellness center.
- Answer phone calls, emails, and messages from patients, providing them with information on services, treatments, and scheduling.
- Order supplies and maintain inventory for the centre.
- Help create promotional materials, update social media, and support other marketing efforts to attract new patients to the wellness center.

Qualification

Email

TCMwellnesscentreMB@gmail.com

- A college diploma or above is required, preferably in medical administration or a medical-related field
- Minimum three (3) years of work experience in office administration within a medical setting.
- Proficient communication skills.
- Knowledge of the approach of competitors.
- Ability to maintain good commercial acumen.
- Proficiency with Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Outlook and social media platforms.
- Excellent relationship establishment, strategy planning, market promotion and public relations skills.