

Join our Capitola Gastroenterology team:

Our Capitola Gastroenterology Practice is looking for a candidate who upon hiring will be cross trained to perform front and basic back office duties. Candidate must enjoy front office administration as we have very minimal back office. Bilingual English/Spanish candidates preferred. Candidate must have excellent typing, math, spelling and verbal skills. Candidate must be a fast learner. We are looking to hire someone who is positive, self-disciplined, can work well in a small team, who can appreciate constructive criticism and work well under pressure in a fast paced office. We conduct phone screens and hands-on interviews. Please send a resume to Angelica Khademi: Bayviewgas@sbcglobal.net

Benefits

- Bonus pay when quota met
- Paid Vacation after 12 months of full time employment
- 5 Paid Holidays
- Employee discount
- Retirement plan (facilitate Cal-savers)
- Paid sick time
- On-the-job training

We do not offer Medical insurance as employees choose to purchase or qualify for their own policies.

Job Type: Full-time with occasional Saturdays as needed

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Salary: \$17.50 - \$18.00 per hour

Schedule:

- Monday to Friday
- Weekend availability

Work setting:

- Clinic

Education:

- **High school or equivalent (required)**

Language:

- **Spanish (Preferred)**

License/Certification:

- **Medical Clerk Or MA Certificate (Preferred)**