



Western Washington
Medical Group

Now Hiring: Certified Medical Assistant (Full-Time) 8/10/26

Department: Ear, Nose & Throat, Allergy & Audiology

Location: Western Washington Medical Group (WWMG)

Are you a Certified Medical Assistant eager to expand your skills in a collaborative and supportive environment? At WWMG's ENT, Allergy & Audiology department, we're looking for a positive, compassionate, and driven CMA to join our dynamic team. Whether you're launching your career or bringing years of experience, we're committed to supporting your professional growth and promoting a healthy work-life balance.

What You'll Do

As a CMA, you'll play a vital role in both front and back office operations, ensuring smooth clinic flow and exceptional patient care. Responsibilities include:

- Rooming patients, taking vitals, health histories, and medication reconciliation
- Performing in-office testing (e.g., allergy testing, spirometry, exhaled nitric oxide)
- Assisting with minor procedures and providing pre/post-procedure care
- Administering injections (intradermal, subcutaneous, intramuscular)
- EMR documentation and maintaining sterile instruments
- Triage and returning patient clinical telephone calls.
- Prescription refills, prior authorizations, and administrative paperwork
- Front desk support: scheduling, phones, registration, and triaging patient calls
- Supporting efficient clinic operations and patient flow
- Other duties as assigned by the department manager

What We're Looking For

- High school diploma or equivalent
- Completion of a Medical Assistant Program or Military Medical Corpsman Program
- Active WA State CMA license
- Current CPR/BLS certification
- Strong multitasking, communication, and organizational skills
- Experience with EMR systems (Centricity/EPIC preferred)
- Reliable, punctual, and committed to quality care
- You must be able to provide proof of legal authorization to work in the United States

Position Details

- Schedule: Full-time (32–40 hours/week), Monday–Friday
 - Flexible hours beginning at 6:45 AM (based on provider schedules)
- Pay Range: \$24 – \$28/hour (depending on experience, skill set and education)
- Unsurpassed growth opportunities
- Medical, Dental, Vision insurance

- AD&D, LTD and Basic Life are provided for all employees
- 401(k) plan with a generous profit share and match
- Accrued Two (2) weeks of vacation/year to start.
- Sick time accrual in accordance with Washington state law
- 9 paid holidays/year
- Flexible schedules
- Family friendly and people focused workplace
- The opportunity to work for the best healthcare company in Washington!

Why Join WWMG?

You may also want to check out the [About Us](#) section on our website!

Western Washington Medical Group is an Equal Opportunity Employer. We celebrate diversity and inclusion and welcome applications from qualified candidates, regardless of race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected veteran status or any other characteristic protected by applicable federal, state or local law.

Ready to Apply?

Please send your cover letter and resume to: jvette@wwmedgroup.com

We look forward to learning more about you!