



Western Washington
Medical Group

Assistant Medical Office Manager – Full Time Position

Date: 11/30/2022

Location: Marysville, WA

WWMG has an immediate opening for a professional, friendly, self-motivated administrator that thrives in both team and independent environments. The right candidate will have excellent communication, interpersonal and organizational skills, and the desire to lead a team of medical professionals. Additionally, the ability to multi-task and a genuine desire to provide excellent customer service are a must.

This role will assist the manager with:

- Staff recruiting, interviewing, hiring, scheduling and supervision
- Provider scheduling and operational support
- Processing payroll, accounts payable and supply orders
- Organizing and conducting meetings
- Ensuring smooth operations, handling patient issues and other administrative tasks

Job Requirements and Qualifications:

- Minimum 1-year medical office manager or assistant manager experience
- Business or healthcare administration-specific education
- Knowledge of medical procedures, software, operations and terminology
- Excellent organizational and time-management skills
- Ability to critically think in a fast-paced, constantly changing environment
- Must be able to prove legal authorization to work in the United States

Salary: DOE

To Apply: Please send cover letter and resume to: rtaylor@wwmedgroup.com

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.

Because we value the health and safety of our patients and our staff, we only hire candidates who can prove that they are fully vaccinated against COVID-19.