

Office Assistant Position

Katahdin Valley Health Center (KVHC), a nonprofit health care provider serving rural Maine, seeks a candidate to staff a full-time Office Assistant position with benefits. The job is based in Millinocket. The successful candidate may need to travel to other KVHC sites as required.

This person assists the medical staff and interacts with patients as part of our expanding operations, and functions under the supervision of the Office Manager.

Required skills: Customer service, appointment scheduling, telephone, computer proficiency in the use of Microsoft Office products and other software applications, high level of organization and planning ability, ability to work independently or in a team setting, ability to react to change productively, ability to work under pressure in a busy clinical setting, excellent interpersonal and problem-solving skills.

Other helpful skills: Experience in medical office setting, general understanding of billing and insurance matters, comfort level with public forums for outreach activities, experience with medical practice management computer software and electronic medical records. Graduation from an accredited post-secondary program relevant to the healthcare profession, preferred but not required.

No telephone calls please. Interested candidates are invited to submit a cover letter and resume to:



Human Resources
Katahdin Valley Health Center
P.O. Box 500
Patten ME 04765
or
Email: hr@kvhc.org

Katahdin Valley Health Center Is An Equal Opportunity Employer.