

# Medical Office Manager – Apply on Indeed

Ghiath Tayeb, MD  
Rochester Hills, MI 48307

## Job details

Job Type

Full-time

Benefits

*Pulled from the full job description*

- Health insurance
- Paid time off
- Schedule:

## Full Job Description

Very busy medical practice with 6 providers and 15-20 employees looking for an experienced office manager.

Very friendly and comfortable work environment. Practice is continuously growing and expanding.

Candidates must have leadership personality and experience in managing office duties including but not limited to hiring, training, billing, scheduling, phones, internet, electronic medical records, accounting, social media account and customer service.

Candidates must have the ability to solve problems, handle important issues and have great communication skills.

Looking for an ambitious, reliable, dependable and enthusiastic candidate who is a team player.

Job Type: Full-time

Salary depend on skills, qualifications and experience.

Job Type: Full-time

Benefits:

- Health insurance
- Paid time off

Schedule:

- Monday to Friday

Work Remotely:

- No

