4819 7424 Medical transcriptionist (m/f/d) As an innovative company for personnel services, ABSOLUT has been a byword for modern and qualified personnel consulting in Augsburg and nationwide since 1991. Our focus is on health care and medicine, temporary employment and direct personnel placement or executive search.  
  
For our client, a clinic in Munich, we are looking for you as:  
Medical transcriptionist (m/f/d)  
  
  
  
Your tasks:  
-- Creation of doctor's letters, findings, reports and expert opinions  
-- Administrative care of patients for consultation hours and follow-up of patient files  
-- General office organization (filing, archiving work)  
-- Telephone presence for patients, relatives, doctors  
  
  
Your profile:  
-- Completed professional training as a medical assistant/medical assistant or office clerk  
-- High professional and social competence as well as the ability to work in a team  
-- Good knowledge of MS Office  
-- Good knowledge of medical nomenclature  
-- Strong sense of responsibility and reliability  
  
  
Our range:  
-- Safe, interesting and varied field of work  
-- Performance-related payment  
-- Personal and individual support  
  
  
  
Have we piqued your interest?  
Then we look forward to receiving your comprehensive application by email. Unfortunately, we cannot return application documents that have been sent by post. We assure you that your personal data will be handled in accordance with data protection law.  
  
  
We are happy to offer you other positions for direct permanent employment with our clients. Call us:  
Phone: +49 89 273728-0  
  
your contact  
  
ABSOLUT Personnel Management GmbH  
Mr Dejan Popovic  
  
  
Telephone: +49 89 273728-0 Medical assistant None 2023-03-07 16:00:26.731000