3606 6211 Medical typist m/f/d for surgery Our customer is a modern and future-oriented hospital providing basic and standard care with over 300 beds for inpatient admission. On-site departments include anesthesia, surgery, orthopedics and trauma surgery - to name just a few. For the secretariat we are looking for you as of now  
  
Medical typist m/f/d for surgery  
  
Your tasks:  
  
• Writing doctor's letters after phono dictation and other medical correspondence (e.g. OP and discharge reports)  
• Creation of reports  
• Organization of files and file management  
• General administrative and secretarial tasks such as incoming and outgoing mail, scheduling, telephone traffic  
  
Your profile:  
  
• Ideally, you have completed medical training or have professional experience in the activities described.  
• You master the 10-finger-typing system as well as medical nomenclature.  
• Good knowledge of the MS Office suite completes your profile.  
  
What you can expect:  
  
• A permanent, full-time employment relationship  
• The option of a permanent position after 6 months by our customer  
• Remuneration based on collective agreements including performance-related allowances  
• Up to 30 days vacation (depending on length of service)  
• Christmas and vacation pay (depending on length of service)  
• A friendly team that looks forward to meeting you and is responsible for your induction  
• A modern workplace with good transport connections and free parking spaces directly at the clinic  
• Bonuses of EUR 150/gross as part of the “Employees recruit employees  
  
General  
  
In order to enable you to get off to a good start with our client, we expect your application stating our reference number. 9937-13-H, your earliest possible starting date and your salary expectations. Ms. Jacqueline Unter Bäumer from our agency will accompany the entire selection process and is available for preliminary information on telephone number 0231-1087650.  
  
Of course, we assure you of absolute discretion and compliance with blocking notices.  
  
We look forward to seeing you!  
  
When you send your application, your personal data will be processed for the purpose of filling a vacancy or finding a job. You can find more information on this in our data protection information for applicants and in the data protection declaration of our website.  
  
"Gender" - note on the gender designation: The terms used in this declaration apply equally to all genders. In some places, we only use a masculine form for better readability, without wanting to favor or disadvantage one gender. data entry None 2023-03-07 15:57:56.841000