4802 7407 Secretary (m/f/d) in the clinical area As an innovative company for personnel services, ABSOLUT has been a byword for modern and qualified personnel consulting in Munich and nationwide since 1991. Our focus is on health care and medicine, temporary employment and direct personnel placement or executive search.  
  
For a clinic in Munich, we are looking for you as:  
Secretary (m/f/d) in the clinical area  
  
  
  
Your tasks:  
-- You do tape dictations and correspondence: e.g. Findings, letters, reports, minutes, general written inquiries  
-- As well as other usual secretarial writing and organizational activities  
-- Maintain patient records  
-- You are responsible for coordinating appointments, booking appointments, preparing and coordinating consultation hours  
-- General administrative tasks  
-- Processing telephone and written queries (e.g. recipes, aids) including email processing  
-- what we wish for:  
-- get to know you personally  
  
  
Your profile:  
-- You have completed training as a medical assistant (m/f/d), secretary (m/f/d) or comparable training  
-- You have knowledge of medical terminology  
-- You master writing from dictation  
-- You already have experience in the healthcare industry  
-- You have good knowledge of German and word processing  
-- Excellent skills in dealing with MS Office products (Word, Excel and Outlook) round off your profile  
  
  
Our range:  
-- Individual and personal advice from the same contact person  
-- A positive, appreciative and warm-hearted working atmosphere  
-- Long-term and exciting opportunities  
-- An attractive salary  
-- Professionals and returnees (e.g. after parental leave) are also welcome  
  
  
  
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. Of course, you can also make an appointment with us directly by telephone. Call us; We will also be happy to call you back: Tel.: 089/ 27 37 280 or contact us via WhatsApp: 0175/4933581  
  
  
We are happy to offer you other positions for direct permanent employment with our clients. Call us:  
Phone: +49 89 273728-0  
  
your contact  
  
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