Office Assistant needed for Medical Office

Location: Alameda
Schedule: Full-Time
Salary: $14 to $17 dependent upon experience

- Experience is not required, training will be provided.
- This position is potentially a good opportunity for a young person fresh out of school.
- Office offers a professional and friendly working environment.
- Responsibilities include front office tasks.

Candidates should possess:

- Excellent communication skills and computer skills.
- Team player
- English and Vietnamese language skills are a must.
- Cantonese and Mandarin are a plus.

Final applicant must pass a background check before hiring.

Benefits: paid Holidays, Paid Vacation and Sick time hours, 401(k) plan, fully paid health insurance coverage, dental reimbursement, continuing education reimbursement, uniform reimbursement, etc.

Send your resume to:

Rick
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