



P.O. Box 11756
Eugene, Oregon 97440-3956
Toll Free 800-910-3906

January 13, 2012

Agate Healthcare has a full time position available immediately.

Position Title:

Office Assistant (Technical Assistant-Medical Management)

Position Summary:

Responsible for the performance of clerical and technical functions as required.

Education and Experience:

Education:

- Minimum high school diploma required.
- Additional training or education in areas specific to function preferred.
- CMA preferred

Experience/Skills:

- Proficient keyboarding, word processing, spreadsheet development, mail merge, and Power Point development skills.
- Excellent written and communication skills.
- Ability to work independently and with a team required.

If interested, submit application or resume to the Human Resources Department.