



Carolina BioOncology Institute

CANCER RESEARCH CLINIC

Secretary/Medical Technician:

We are seeking a Secretary/Medical Technician. This position must provide medical assistance for a fast-paced Medical Oncology office.

This position is full-time and requires at least three to five years of medical office experience as well as supervisory experience.

The education requirements for this position: Associates degree in Medical Office Assisting, or related field. Must be CNA, RMA, or MOA certified.

Duties to include; triaging patients, drawing labs, venipuncture, medical records being entered into electronic medical record, backup to front desk duties and assist RNs in infusion room as necessary.

Carolina BioOncology Institute is located in Huntersville, NC.
Check us out at www.carolinabiooncology.org

Apply within or send resume to:

Jill Bradley, Nurse Manager

jbradley@carolinabiooncology.org