



**Employer Name:** Memorial Sloan Kettering Cancer Center  
**Position Title:** Office Coordinator (December 2018 Graduates)  
**Location:** New York City, New York  
**Industry:** Healthcare Services

### **Job Description**

Start your career at Memorial Sloan Kettering and you'll find yourself quickly making a difference in the lives of our patients. When you join us as a Office Coordinator, you will find meaningful work and become part of a team where everyone plays an important role in the fight against cancer. Making a difference in the lives of others. This is a life's calling.

### **Responsibilities**

- Use your strong customer service and multi-tasking abilities to support a practice by providing administrative support to the clinical team.
- Ensure patients are assisted in a timely and courteous manner by functioning as the primary contact for the practice where you are responsible for scheduling patients' tests, appointments, and procedures.
- Update and maintain the electronic medical records (EMR), coordinate with clinical staff, and submit information to payers for pre-certification approvals.
- 

### **Qualifications**

- Bachelor's degree (preferred) OR a High School Diploma/GED and 2+ years relevant experience
- Experience in an administrative role preferred, Healthcare industry a plus
- Knowledge of medical terminology preferred
- Strong computer skills
- Ability to handle acutely ill patients in stressful situations with a positive demeanor
- Ability to provide at least a 2 year commitment
- Ability to start work in January / February 2019
- An effective communicator, capable of determining how best to reach different audiences and executing communications based on that understanding.
- Adept at creating partnerships and working collaboratively with others to meet shared objectives and goals.
- Actively seeking new ways to grow and be challenged, using both formal and informal development
- Flexible in your approach and demeanor in order to align with the shifting demands of evolving circumstances.

**Duration:** Permanent

**Job Functions:** Administrative/Clerical, Healthcare Services

### **Employer Description**

At Memorial Sloan Kettering (MSK), we're not only changing the way we treat cancer, but also the way the world thinks about it. By working together and pushing forward with innovation and discovery, we're driving excellence and improving outcomes.

For the 28th year, MSK has been named a top hospital for cancer by U.S. News & World Report. We are proud to be on Becker's Healthcare list as one of the 150 Great Places to Work in Healthcare in 2018, as well as one of Glassdoor's Employees' Choice Best Place to Work for 2018. We're treating cancer, one patient at a time. *Join us and make a difference every day.*

**Employer Locations:** New York City, New York

**Allowed School Years:** Senior, Graduating before December 2018

**Allowed Majors:** All majors allowed

**Work Authorization Requirements:** US work authorization is required