



Employer Name: Memorial Sloan Kettering Cancer Center

Position Title: Office Coordinator

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 an 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.

You are:

- 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.

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

This role will prepare you for a successful career and allow you to follow a variety of paths within the Center.

Hours: Monday-Friday 9:00am-5:00pm

In order to be considered for the Office Coordinator position, you will be required to pass an online Administrative Assessment. When applying to this position, you will be prompted to take the assessment. It takes about 45 minutes to complete.

Some of the questions refer to your past jobs or work experiences. If a question does not appear to apply to you exactly, consider the general intent and answer it as accurately as possible. For example, if you have not yet been formally employed in a full time job, consider part-time jobs you have had, or relevant work experiences you may have had in school, volunteer, or community organizations when answering these questions.

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 27th 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 2016, as well as Glassdoor's annual Employees' Choice Awards 2017. 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

Allowed Majors: All majors allowed

Work Authorization Requirements: US work authorization is required