

Employer Name: Memorial Sloan Kettering Cancer Center
Position Title: Office Coordinator, Hospital Administration
Location: New York City, New York, United States of America
Industry: Healthcare



Job Description:

The Selective Liberal Arts Consortium will hold its NY Recruiting Day in New York on Friday, January 3, 2020. Please be aware that travel is required to participate in this event, and interviews will take place on that date and at that location only. You will be notified by November 22nd if you have been selected to interview.

Please ensure that you have completed the work authorization status in your Handshake student profile as that will help you determine how closely you meet the employers job/internship preferences.

JOB DETAILS

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.

You will:

- 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.

You have:

- A High School Diploma plus two years of relevant experience OR Bachelors' Degree plus one year of experience
- A minimum of 2 years experience in an administrative role strongly preferred. Experience working with patients is a plus.
- Knowledge of medical terminology preferred
- Strong computer skills
- Ability to handle acutely ill patients in stressful situations

- Ability to provide at least a 2 year commitment

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

After completing our quick online application form, you will complete a profile assessment on our partner site, Pymetrics.

It should take you about 25-30 minutes to complete.

IMPORTANT - Please make sure you click on the return to application button after completing the assessment to complete your application.

Note; If you already have a Pymetrics account under this email for a different application, login with your existing account. Please do not make a new account.

If you are on mobile, download the Pymetrics mobile app (pymetrics.com/downloads).

Contact: Lina Tobierre (646)227-3026

Duration: Permanent

Job Function: Administration, Other

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 29th 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 Glassdoor's annual Employees' Choice Awards 2019. We're treating cancer, one patient at a time. Join us and make a difference every day.

Allowed School Years: Senior, Masters, Alumni

Allowed Major(s): All majors allowed

Work Authorization: N/A