

Job Title: Medical Assistant
Location: Headquartered in Portland, ME with offices in Falmouth and Waterville
Job Type: Part Time/Per Diem
Schedule: M-F (Hours of operation are M & T – 8-5; W & Th – 8-6; F – 8-4)

Medical Laser Services dba Cosmetic Enhancement Center of NE is a patient-focused medical esthetics practice that is fully committed to providing compassionate, high-quality care. We are seeking a dedicated and organized Medical Assistant to join our team and support our providers in providing exceptional care to our patients.

Key Responsibilities:

- Greet and prepare patient for treatment
- Record patient history with any updates of medical health
- Perform blood draws
- Take and record vital signs
- Obtain photos for before and after purposes
- Schedule follow up appointments and manage patient flow using EMR system
- Ensure rooms are clean, stocked, and ready for use
- Provide patient education and support as needed

Qualifications:

- High school diploma or equivalent required
- Graduate of an accredited Medical Assistant program preferred
- Phlebotomy
- Prior experience in a clinical setting
- Proficient using electronic medical records (EMR)
- Strong communication and interpersonal skills
- Ability to multitask and work in a fast-paced environment

Benefits:

- Competitive pay
 - Health, dental, vision, short-term disability, life insurance
 - Matching 401K
 - Paid vacation, sick, holiday
 - Professional development opportunities
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