

indeed

Welcome to Indeed Hire

A Recruiting Service Powered by Indeed.

We make hiring easy and you only pay when we make a hire - 10% of a candidate's annualized starting salary.

1. A Hiring Specialist will help optimize your job post

Don't worry about staying on top of new candidates or making the right adjustments to drive candidate traffic to your Indeed job post. We manage your job post and candidate pipeline for you.

If you have already posted the job on Indeed, we review it and replace it with our own.

Find Jobs where indeed Austin, TX Find Jobs Medical Assistant Company info Austin Health Professionals Save this job Apply No We are searching for a reliable Medical Assistant to perform various office Follow and clinical duties to keep our healthcare practice running efficiently. Our Medical Assistant will work directly with healthcare practice staff to collect Get job updates from Austin Health Profession test samples, maintain patient records, explain common medical procedures to patients and assist in basic examinations. Let employers find you Responsibilities and duties - Update and maintain all digital client records and assist intransitioning hard copy records to digital format Tousands of employers search for candidates on Indeed - Record patient information such as vital signs, weight and changes in medical history prior to each appointment - Clean and prepare examination rooms prior to patient appointments - Work in the front office taking care of tasks such as answering phone calls and greeting patients as they enter the facility Upload Your Resume - Assist the nurse and office manager in maintaining the medical inventory and placing orders for new materials as need Qualifications and skills - Associate degree in a medical field (bachelor's degree preferred) - 2+ years of experience working for a healthcare practice or hospital - High level of professionalism - Strong customer service skills - Inventory management experience - Excellent written and verbal communications

2. We find candidates

Powered by Indeed data and technology, a Virtual Recruiter finds candidates on Indeed by inviting engaged, active candidates to apply and optimizing the visibility of your job listing.

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Hi Jevon

Indeed Hire is working to fill a **Medical Assistant** position in **Austin, TX**. We thought you might be interested.

Apply with One Click

Job Description

We are searching for a reliable Medical Assistant to perform various office and clinical duties to keep our healthcare practice running efficiently. Our Medical Assistant will work directly with healthcare practice staff to collect test samples, maintain patient records, explain common medical procedures to patients and assist in basic examinations.

Responsibilities and duties

- Update and maintain all digital client records and assist in transitioning hard copy records to digital format
- Record patient information such as vital signs, weight and changes in medical history prior to each appointment
- Clean and prepare examination rooms prior to patient appointments

3. We screen and assess candidates

Our Virtual Recruiter reviews applicant resumes and filters candidates based on their answers to assessments customized to your role and company.

ndeed	what where Austin, TX	Find Jobs
	Medical Assistant Com Austin Health Professionals Com Apply Now Save this job	npany info
	Medical Assistant Austin Health Professionals	Follow rom Austin Health Professionals
	How many years of healthcare experience do you have?	rs find you
	How many years of Medical Assistant experience do you have?	ndeed
	Do you have a bachelor's degree? Yes No 	oad Your Resume
	Continue Back	

4. We submit, you review

We will send the highest quality candidates via email and through the Indeed Hire Portal.

You review candidate resumes and assessment results.

Quickly give us feedback and schedule interviews.

findeed hire		
Medical Assistant	2 new candidates to review	
CANDIDATE New Jevon Jackson	STATUS Awaiting your feedback Sent 1 week ago Schedule an interview	Not interested View resume
	Review the candidate for Medical	Assistant role in Austin, TX
0	Jevon Jackson	
	Overview Image: Constraint of the second s	Resume Download

5. We help schedule interviews

Interviews can be scheduled on an easy-to-use calendar, which lets candidates see your availability and schedule an interview when it's convenient for both of you.

Once confirmed, you will receive a calendar invite to your inbox bundled with candidate information.

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Select a time to speak with Indeed Hire Representative

Times are in CDT - America/Chicago

Sun Nov 18	Mon Nov 19	Tue Nov 20	Wed Nov 21	Thu Nov 22	Fri Nov 23	Sat Nov 24	\rightarrow
7:00 AM	7:00 AM	7:00 AM	7:00 AM	7:00 AM	7:00 AM	7:00 AM	
7:30 AM	7:30 AM	7:30 AM	7:30 AM	7:30 AM	7:30 AM	7:30 AM	
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6. We help candidates get ready to interview

Our hiring specialists screen candidates further before the interview and touch base so they show up on-time with a solid understanding of the role.





7. Upon request, we help coordinate the offer

We can manage the offer process and are available for salary negotiations upon request. We also offer tips on how to create a great on-boarding experience.

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Hello Jevon,

Austin Medical Professionals has extended you a job offer. Congratulations!

Click below to read the details and accept or schedule a time to discuss.

View job offer

Thanks,

The Indeed Hire Team

8. We help you understand the talent market

The Indeed Hire team provides market benchmarks and trends to help you understand how your job is performing compared to similar jobs on Indeed.

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Market performance report

This section shows how well your job title, job description and requirements are performing to find the right candidates.

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Appeared in search results	Additional candidates invited	Total applied		Total submitted	Interview stage
10000	1000	100		10	1
Views overall Top 1% of similar jobs			Applies of Top 1 of similar j	%	

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Already signed up? Can we help you with more requisitions? hire.indeed.com/thanks

Need more information?

Contact your Indeed Account Representative or assigned Hiring Specialist