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# Example of Medical Assistant Job Description

Our company is hiring for a medical assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for medical assistant

* Performs inventory and orders medical supplies and materials
* Operates electrocardiograph (EKG) and other equipment to administer routine diagnostic tests
* Performs secretarial tasks, completes appropriate client company forms, and provides assistance at front desk
* Interviewing patients, measures vital signs such as pulse rate, temperature, blood pressure, weight and height and records information on patient's charts
* Collections laboratory specimens and cleans and sterilizes instruments
* Performs inventory and orders medical supplies
* Operates electrocardiograph (EKG) and other equipment for routine diagnostic tests
* Performs administrative tasks, completes appropriate client company forms, and manages all front desk activities
* Register and update patient information
* Collect, prepare, and process specimens

## Qualifications for medical assistant

* Proficiency with computer platforms and applications, including Microsoft Word and Cerner
* Medical Assistant certification or similar certification
* Excellent procedural and documentation skills
* One year Medical Assistant or EMT experience preferred
* Occupational Medicine, workers comp, and/or DOT physical experience preferred!
* EMT's welcome to apply!