

Job Title	Medical Office Assistant
Employer/ Agency	Inner Peace Center
Job Description	Assist office with scheduling, billing.
Qualifications	Working towards Bachelor's Degree or Master of Social Work degree. 2 years work experience in a medical office.
Salary/Hours	\$12.50/hour; M-F 10-2pm
Address	1935 Texas Parkway
City, State, Zip	Missouri City, TX 77459
Contact Person	Donna Kocurek
Contact Title	Clinic Director
Telephone Number	281.750.1862 or 832.421.0548
Email Address	donnajokocurek@outlook.com
Application Method	Email
Opening Date	May 5, 2014

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.