



Job Postings

To apply please send resume to
agoodsell@dp.pcc.com

Medical Assistant (Full-time)

Dover Pediatrics a certified patient centered medical practice located on the beautiful Seacoast of New Hampshire is currently seeking a full-time medical assistant for its busy pediatrics practice.

The ideal candidate will possess a strong commitment to quality patient and family centered care; and the ability to work as part of a medical team is essential.

Our dynamic, rapidly growing Pediatrics practice offers a rewarding opportunity to build your future. We are a continually evolving, forward-thinking group, driven to be leaders through clinical and service excellence, innovation, and attention to detail.

This Medical Assistant position involves assisting our providers with well visits and same-day appointments in our Dover office; general patient care and support for weekdays and some evening hours.

Additional patient care responsibilities for this Medical Assistant position will include:

- Accompanying patients to exam/procedure room.
- Assisting patients as needed with collecting specimens.
- Preparing for exam; collecting patient history.
- Performing screenings per provider guidelines.
- Assisting physicians/nurse practitioners with various procedures.
- Charting; relaying instructions to patients/families.
- Answering calls.
- Ordering, sorting & storing supplies; and restocking exam/procedure rooms.
- Medical Assisting Degree or equivalent required. Previous pediatric experience is preferred.

We offer competitive salaries, excellent benefits and a great work environment!

Job Type: Full-time

Salary: Negotiable, based on experience.

To apply: Send resume to Amanda at agoodsell@dp.pcc.com