



January 13, 2012

Agate Healthcare has a full time position available immediately.

Position Title:

Office Assistant (Technical Assistant - Medical Management)

Position Summary:

Responsible for the performance of clerical and technical functions as required.

Education and Experience:

Education:

- Minimum high school diploma required.
- Additional training or education in areas specific to function preferred.
- CMA preferred

Experience/Skills:

- Proficient keyboarding, word processing, spreadsheet development, mail merge, and Power Point development skills.
- Excellent written and communication skills.
- Ability to work independently and with a team required.

If interested, submit application or resume to the Human Resources Department.

UO Riverfront Research Park  
1800 Millrace Drive  
Eugene, Oregon 97403

Phone 541.762.9088  
Fax 541.434.1109  
[www.agatehealthcare.com](http://www.agatehealthcare.com)