

# Medical Administrative Assistant

**Job Description:** Medical administrative assistants perform secretarial and administrative tasks in offices, hospitals, medical clinics, and other medical settings. Interpersonal and organizational skills are required. In addition, employees should work well both independently and on teams.



**Provincial Hourly Rate:** \$17.00 - \$34.62 / hr

**BC Labour Market Outlook 2021-2031:** Over 1,890 job openings throughout BC

- [Click here](#) to visit the WorkBC labour market outlook site

**Future Opportunities:**

Supervisor or Management Positions



Northern Lights  
College

**Skills and Competencies Courses:** Skills and competencies such as communication, reading comprehension and time management are what employers look for in their employees. These skills transfer over to a wide variety of job market sectors and are valuable for everyone. *Click on the course titles below for more information:*

[Time Management](#)

[Critical Thinking](#)

[Interpersonal Communication](#)

[Keys to Effective Communication](#)

[Communication Strategies](#)

[Effective Business Writing](#)

Online-Self Directed	Online Instructor Led	Virtual Face to Face	Instructor Support Add on	In Class Face to Face
●	●	●	●	●
●	●	●	●	●
●	●	●	●	●
●	●		●	
●	●	●	●	●
●	●		●	

**Exploratory Courses:** These courses are a great start for those who are interested in pursuing a career as medical administrative assistants. *Click on the course titles below for more information:*

[Explore a Career as a Clinical Medical Assistant](#)

[Computer Skills for the Workplace](#)

[Administrative Assistant Suite](#)

[Administrative Assistant Fundamentals](#)

[Introduction to Microsoft Excel 2019/Office 365](#)

[Introduction to Microsoft Word 2019/Office 365](#)

[Introduction to Microsoft Outlook 2019](#)

Online-Self Directed	Online Instructor Led	Virtual Face to Face	Instructor Support Add on	In Class Face to Face
●	●		●	
●	●		●	
●	●		●	
●	●		●	
●	●		●	
●	●		●	
●	●		●	

**Professional Development:** These courses are for those who are currently working or have worked in a similar area as this that would like to advance in position and/or would like to grow their knowledge base. *Click on the course titles below for more information:*

[Medical Terminology: A Word Association Approach](#)

[Medical Terminology II: A Focus on Human Disease](#)

[Advanced Microsoft Excel 2019/Office 365](#)

[Medical Terminology Series](#)

[Leadership Excellence for Administrative Professionals](#)

Online-Self Directed	Online Instructor Led	Virtual Face to Face	Instructor Support Add on	In Class Face to Face
●	●		●	
●	●		●	
●	●		●	
●	●		●	
	●	●	●	

**Online-Self Directed Offering:** These courses are for those who have moderate computer experience and want to be able to fit course work around their schedules. These courses are entirely done online with the majority of courses having a 3-month completion time frame. (with some exceptions) These courses can be enrolled in at any time.

**Online Instructor Lead:** These courses have a structured schedule and are instructor lead. This is a great option for those who have time in the schedules and who need some support of an instructor

**Virtual Face to Face:** These courses have a structured schedule and are conducted like a more traditional face to face course that allows instructor and students to communicate in real time and collaborated together in break out rooms.

**Instructor Support Add On:** These courses can have the option of instructor support added on to the course itself. This is the perfect option for those are new to online courses or just need a bit of extra support and check ins. This option would have more of a structured schedule.

**In Class Face to Face:** These courses are delivered in the traditional classroom setting. This option is great for courses that have hands on components as well as deeper discussions, role play and a more personal setting.

**Customized Private Group Training:** If you have a group of people that you want to train at one time, you can have a class that is just for your group. This can be for one course or a group of courses. Group trainings can also be customized to fit the needs of your group.