



Medical Assistant

We are a growing state-of-the-art boutique aesthetic medicine practice and day spa with locations in Abilene and Buffalo Gap. The Beauty Bus is on a mission to become the premier medical aesthetic practice of west Texas using highly skilled team members and cutting edge technology to help our patients age gracefully and feel confident. We provide our patients with excellent medical aesthetic care and individually tailored relaxation services with the aim to improve self-image, enhance physical beauty, and meet the spoken and unspoken needs of our patients. The result is improved physical, mental, and emotional wellbeing with loyalty to our office.

We are currently accepting applications for an amazing team member to be a part-time medical assistant to Dr. Sara in our Abilene office. When you join our team, you truly become part of our family and customer-centric culture. If you are a resourceful self-starter with a passion for aesthetics, this may be a dream opportunity for you.

The Position:

- Open the office daily 15 minutes before clinic begins
- Greet patients with VIP hospitality when they arrive and throughout the entirety of their visit
- Take effective before and after photos of all patients
- Effectively use systems and protocols for a smooth-running operation
- Be a champion of our EMR and payment collections systems
- Be a knowledgeable salesperson of our retail items and other services
- Contribute to our social media marketing strategy
- Manage ordering of supplies and keep track of inventory
- First Assist abilities for more complex procedures (on the job training available)

The Right Fit:

- A quick learner with problem-solving and critical thinking skills - someone who takes the initiative to figure out what needs to be done through creativity and flexibility
- Customer-service oriented with ability to quickly establish rapport with patients/clients
- Obsessively motivated, reliable, and resourceful
- Superior organizational skills, follow-through skills and attention to detail
- Able to anticipate needs and think ahead
- Social Media acumen- Reels making capabilities
- Canva skills as well as Google Suite familiarity



Must-Haves:

- Positive and upbeat personality
 - Professional and mature demeanor with presentable appearance
 - Well-rounded and able to quickly learn practice operations, technology, social media and other applicable duties
 - Ability to set the tone for the practice with optimal professionalism and grace
 - Flexible schedule
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This is currently a 35 +/- hr/week position

Current hours: Monday- Thursday 9-5 dependant on providers schedules, Friday 9-1, occasional Saturdays

Pay: \$12-\$15/ Hour

90-Day Probationary Period

Please provide a 100-200 word description about why this position appeals to you in your cover letter along with a current photo.