

POSITION OPENING

POSITION: MEDICAL SECRETARY	STATUS: FULL TIME
DEPARTMENT: PPG - PHYSICIAN OFFICES	HRS/PAY: 75.0
SUPERVISOR: SHELLY YOUNG	JOB GRADE: C-1

RESPONSIBILITIES

A full time position is available in the Punxsutawney Physician Group Offices and may include evening and weekend hours in addition to day shift. Applicant must be somewhat flexible with hours as required by the schedule. Individual must be able to demonstrate competency in exhibiting excellent communication and telephone skills; and demonstrate superior customer relation skills. Medical terminology required with previous experience and/or knowledge of insurances preferred. Excellent organization, typing and/or computer skills required. Medical office experience is preferred.

Physical Demands: Moves throughout the offices the majority of the day. Minimal lifting required.

Job description outlining responsibilities and qualifications is available in Human Resources. Application for the position indicating qualifications can be written or e-mailed and must be submitted to Kristen Price, Human Resource Director.

Date Needed To Start: As Soon As Possible

Posting Period: 03/20/2026 – 03/24/2026

Application Deadline: Noon on 03/25/2026