

# Front Office Opportunity

We are currently looking for  
a full-time  
Medical Secretary  
to join us in our  
Mt Lebanon office.

Specifically, we are looking for a candidate who will be responsible for collecting and maintaining accurate patient information, guiding requests for information and assistance, presenting the public face of the Practice, assisting in the flow of information to appropriate parties, and contributing to a positive experience for patients and visitors. Full-time employees work 4 or 5 days per week.

Previous experience in a clinical office setting is preferred, but not required. What is essential is the ability to work well in an environment that is flexible, professional, chaotic, and committed to delivering the finest pediatric care. Child Abuse, PA Criminal History, and Federal Criminal History clearances are required. There will be occasional weekend and evening hours, but these are scheduled well in advance.

If you are interested, please submit a resume to Mark Marsen via any of the offices or through email at [mmarsen@pediatricssouth.com](mailto:mmarsen@pediatricssouth.com).

# Clinical Opportunity

We are currently looking for a  
LPN or CMA  
to join us in our  
Mt. Lebanon office

Specifically, we are looking for candidates who can work a minimum of 4 days a week supporting our physicians and patients by assisting in the delivery and management of patient care by monitoring and communicating patient information and history, performing medical procedures appropriate to the profession, addressing patient questions, recording information in our electronic charting system, and ensuring that rooms and supplies are in order.

A minimum of 1 year of experience in a clinical office setting is required. The ability to work well in an environment that is flexible, professional, and committed to delivering the finest pediatric care is essential. Child Abuse, PA Criminal History, and Federal Criminal History clearances are required. There will be occasional weekend and evening hours, which are scheduled well in advance.

If you are interested, please submit a resume to Mark Marsen via any of the offices or through email at [mmarsen@pediatricssouth.com](mailto:mmarsen@pediatricssouth.com).