



Toki Medical Center
Recruitment

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Toki Medical Center Recruitment 2025 | Latest jobs

Description

Toki Medical Center is seeking highly motivated and skilled Medical Assistants to join our dynamic healthcare team. As a Medical Assistant, you will play a crucial role in providing exceptional patient care and supporting medical staff in delivering top-notch healthcare services. This position offers a unique opportunity to contribute to a thriving healthcare environment and make a positive impact on the lives of our patients.

Responsibilities

- Assist healthcare professionals in routine clinical procedures, examinations, and treatments.
- Record and maintain accurate patient medical histories and vital signs.
- Perform administrative tasks, including appointment scheduling, medical records management, and insurance verification.
- Ensure a clean and organized clinical environment, adhering to infection control protocols.
- Collaborate with the healthcare team to facilitate efficient patient care and communication.
- Educate patients on prescribed medications, procedures, and follow-up care instructions.
- Handle patient inquiries, providing excellent customer service and addressing concerns.

Qualifications

- High school diploma or equivalent; completion of a certified Medical Assistant program.
- Current certification as a Medical Assistant (CMA) or Registered Medical Assistant (RMA).
- Proficient in medical terminology, recordkeeping, and basic clinical procedures.
- Excellent communication and interpersonal skills.
- Ability to multitask and work efficiently in a fast-paced healthcare environment.
- Familiarity with electronic health records (EHR) systems.

Job Benefits

- Competitive salary commensurate with experience.
- Comprehensive health, dental, and vision insurance plans.
- Retirement savings plans with employer contributions.
- Professional development opportunities and continuing education support.
- Generous paid time off and vacation accrual.
- Employee assistance programs and wellness initiatives.

Contacts

Interested candidates are invited to submit their resume and a cover letter detailing

Hiring organization

Toki Medical Center

Employment Type

Full-time

Industry

Hospitals and Health Care

Job Location

F9R5+36R, Surulere,, 101241,
Lagos, Lagos, Nigeria

Working Hours

9

Date posted

July 9, 2025

Valid through

01.01.2026

their relevant experience. Medical Assistant Application The application deadline is [01.01.2026].

[Apply to Toki Medical Center Job Portal](#)

Toki Medical Center is an equal opportunity employer and encourages applicants from diverse backgrounds to apply.