



Job Title: Cosmetic Medical Assistant

Clear Dermatology & Aesthetics Center is a busy, thriving, and growing private dermatology practice with offices located in Scottsdale and Paradise Valley, Arizona. We provide exceptional medical, surgical, and cosmetic dermatology services with a focus on delivering outstanding patient experiences and the highest level of care.

We are seeking a mature, confident, and highly motivated Cosmetic Medical Assistant to join our team. The ideal candidate is professional, composed, detail-oriented, and passionate about cosmetic dermatology. This individual thrives in a fast-paced environment, enjoys connecting with patients, and takes pride in providing exceptional service while supporting practice growth. The Cosmetic Medical Assistant plays an essential role in supporting our providers, educating patients on cosmetic treatment options, enhancing the patient experience, and assisting with the delivery of advanced aesthetic procedures and skincare services.

The ideal candidate will have a strong clinical foundation, excellent communication skills, and an enthusiasm for cosmetic dermatology.

Our team is collaborative, positive, and committed to excellence. We are looking for someone who brings energy, integrity, accountability, and a customer-focused mindset to every patient interaction.

Responsibilities:

- Assist physicians and providers with cosmetic dermatology procedures, including:
 - Injectable treatments
 - Laser procedures
 - Cosmetic surgeries
 - Other in-office treatments
- Provide exceptional patient care and customer service throughout the patient journey
- Obtain and document accurate medical histories, medication lists, and patient concerns
- Prepare concise and accurate patient summaries for providers
- Perform detailed medical scribing during patient visits
- Educate patients on cosmetic treatment options, skincare products, diagnoses, treatment plans, and post-procedure instructions
- Support cosmetic consultations by providing information about available treatments and products
- Take high-quality before and after photographs
- Prepare patients for procedures, including assisting with local anesthesia administration
- Perform blood draws as needed
- Communicate professionally with patients, pharmacies, and outside medical offices
- Triage patient phone calls and coordinate communication between patients and providers
- Schedule cosmetic appointments according to provider-specific guidelines
- Maintain a clean, organized, and safe clinical environment
- Follow all practice policies, safety standards, and compliance requirements
- Utilize practice management and electronic medical record systems efficiently

Qualifications:

- Previous experience as a Medical Assistant in dermatology, plastic surgery, aesthetics, or a surgical specialty preferred
- Experience with cosmetic dermatology procedures strongly preferred
- Strong interest and enthusiasm for aesthetic medicine and skincare
- Excellent interpersonal and communication skills
- Exceptional attention to detail and ability to follow clinical protocols
- Strong organizational skills with the ability to multitask in a fast-paced environment
- Professional appearance and demeanor
- Reliable, dependable, and committed to excellence
- Comfortable working with technology, EMR systems, iPads, and patient communication platforms
- Ability to work collaboratively with physicians, providers, and team members

Preferred Qualifications:

- Bachelors degree
- Experience with medical assisting, scribing, or cosmetic consultations

All candidates are subject to a background check.

Schedule:

- Full-time position
- Multiple locations
- 8–10 hour shifts

Compensation & Benefits:

We offer competitive compensation and a comprehensive benefits package, including:

- Medical insurance
- Dental insurance
- Vision insurance
- Paid time off
- 401(k) retirement plan with employer matching
- Employee discounts on products and services
- Opportunities for professional growth and development