

Part-Time Office Manager

- Earnings potential: **\$20/hr+** (depending on experience)
 - Monday through Thursday, 9 - 4 (1 hr lunch)
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DUTIES INCLUDE (but not limited to):

- Managing the day-to-day issues of the business
- Assisting the owner as needed
- Verifying patient insurance and handling patient account inquiries
- Working accounts receivable
- Overseeing all front office functions

SKILLS/PROFICIENCIES REQUIRED:

- Gmail, Google Drive
- Word
- Excel
- Experience in administrative or office work
- Good work ethic and team player mentality
- Good grammar and writing skills
- Professionalism in attire and conduct

SKILLS/PROFICIENCIES DESIRED:

- Experience with medical software
- Experience with medical insurance billing

If you meet these qualifications and would like to join our friendly, bustling office staff, please contact us!