

Part-Time Receptionist

- Earnings potential: **\$16/hr** (to start)
 - Monday through Thursday, 8:30 - 4:30 (1 hr lunch)
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DUTIES INCLUDE (but not limited to):

- Checking in patients
- Answering phones
- Scanning and faxing and uploading documents
- Basic scheduling functions

SKILLS/PROFICIENCIES REQUIRED:

- Gmail
- Word
- Excel
- Experience in administrative or office work
- Good work ethic and team player mentality
- Professionalism in attire, speech and conduct
- Ability to multi-task and remain professional in busy situations

SKILLS/PROFICIENCIES DESIRED:

- Experience with medical software

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