

Job Opportunity:

Part-Time Front Desk Assistant

Live Well Acupuncture

Seeking a highly motivated and detail-oriented individual for a flexible office assistant position.
Responsible for handling the front office reception and administrative duties.

Qualifications:

- Strong interpersonal skills
- Flexible schedule
- Experience with Microsoft Office
- Efficient computer skills
- Knowledge of insurance billing helpful
- Knowledge of Quickbooks preferred
- Detail-oriented and good organizational skills
- Excellent verbal and written communication skills
- Ability to multi-task
- Professional, positive attitude

Responsibilities:

- Review daily schedule
- Collect payments for all services and products
- Track patient's appointments
- Maintaining and updating spreadsheets
- Greet patients
- Pull and file patient's folders
- Answer phone calls
- Schedule appointments
- Copy, scan, and file documents
- Clean treatment rooms
- Special projects as required
- Adhere to HIPAA guidelines and policies to protect client information

Job Type: Part Time (15-20 hours per week)

Start Date: April 24th, 2017

High School Diploma Required

Experience as an office assistant or administrative assistant preferred