

Position Posting

Posting Date 08.24.2017
Removal Date 09.24.2017

Posting Number: 17-235

Job Title: Front Desk Associate

Company Description: Total Health Chiropractic Center, Inc. - Blanchester, OH

Internship []

Part-time Position []

Full-time Position []

Postings remain active only thirty (30) days.

Employer: Total Health Chiropractic Center, Inc. - Blanchester, OH

Contact Person: <https://www.indeed.com/cmp/Total-Health-Chiropractic-Center,-Inc./jobs/Front-Desk-Associate-c5de2c93d76fed3e?sdu=QwrRXKrQZ3CNX5W-09jEvRfQ2IAUyuwhAgxPW4jiRzWLGjwjNZ8x9cFEW4oPuo6BHFgiQipR4FLohtG2R3bdeQ>

Duties: Looking for a hard-working, friendly, welcoming individual to work in growing chiropractic practice. Position is for a part-time front of office administration. Individual will be expected to utilize current medical software, basic computer skills, answering phones, taking co-pays, scheduling appointments, placing patients on modalities. Key attributes necessary are: friendly demeanor, team minded, willing to take direction, work in a fast paced environment with a sense of urgency, ability to multitask.

Required education:

- High school or equivalent

Salary: TBD

Please do not remove.

Contact Tom Payton, Career Services at Extension 2713 for additional copies. Regional Campuses should see their local Student Services contact for extra copies.