



Job Description: Front Desk Assistant

Grand Wellness, LLC is a holistic Health Care practice where we provide care with an integrative approach.

Grand Wellness is seeking a receptionist to join the team in our growing clinic. Our work requires someone with a professional demeanor who is deeply analytical, calm and methodical, yet compassionate, kind and creative. You must be a self-starter with impeccable written and oral communication skills. You must be able to handle a diverse community of clients and practitioners with discretion, diplomacy and grace. You must be computer literate. Your organizational and system creation skills will ensure that our office operations run smoothly.

Job hours:

15 hours/week. Your hours can increase as we grow, depending on our needs and your availability.

Requirements & Duties:

- Ability to create and maintain organized systems
- Computer literacy: We use Mac computers and it is essential for this job to be able to navigate the computer and web browsers quickly and accurately
- Professional front desk office liaison; greeting clients, answering phones, scheduling
- Checking clients in and out efficiently and properly with use of online scheduling program
- Taking payments and preparing invoices and statements for the biller
- Creating and managing patient accounts
- Organizing and filing medical records, charts, and other medical documents
- Excellent correspondence skills
- HIPPA Certification (easily obtained online if not, Grand Wellness will pay for certification)

Office environment management:

- Keeping office tidy and client-ready
- Preparing and stocking treatment rooms
- Monitoring laundry needs

Compensation: \$15/Hr

Please submit a cover letter and resume to april@grandwellness.net

"Choose a job you love, and you will never have to work a day in your life." Confucius