

**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](mailto:april@grandwellness.net)

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