



TRANSFORMATIONAL WELLNESS

PART TIME ACUPUNCTURE OFFICE ASSISTANT POSITION

Marie Bowser, L.Ac. is seeking a part time office assistant to support the administrative and patient management of the practice.

LOCATION: Marie Bowser Acupuncture, 514 Kains Ave, Albany, CA,
www.mariebowseracupuncture.com

POSITION: Part Time Office Assistant 4-8 Hours/Week. Starting Thursdays from 2:30-6:30 and eventually expanding to Wednesdays 2:30 to 6:30

DETAILS: Duties may include but are not limited to:

- patient scheduling and collection of payment
- patient calendar management
- use of client management software for insurance billing and tracking
- patient customer service
- answering phones and responding to emails
- filing & scanning
- ordering supplies
- research projects
- running errands
- light cleaning

QUALITIES: Applicant must be self-directed, problem-solving, positive attitude, friendly, cheerful, energized, organized, professional, grounded, communicative, open to learning new things.

SKILLS: proficient with Microsoft excel and Microsoft word, Customer service and medical office experience a plus.

HOW: Interested applicants please submit a cover letter and resume to marie@mariebowseracupuncture.com.

COMPENSATION: \$15/hour 2-3 Month Probationary Period, \$17/hour Upon Permanent Hire