

Administrative Assistant for Acupuncture Clinic in SF Financial District

POSITION OVERVIEW

We are a busy acupuncture clinic in the Financial District that practices Japanese style acupuncture and integrates holistic nutrition and lifestyle. We are looking for a second Administrative Assistant to join our team.

The ideal candidate will have previous administrative experience, will demonstrate excellent attention to detail, be comfortable asking for guidance, and will have a passion for customer service. The Administrative Assistant is the face of the business. We are looking for friendliness, warmth, and professionalism to ensure an exemplary patient experience.

In addition to the front desk responsibilities, the Administrative Assistant will be in charge of managing social media and marketing. Our main goal is to stay connected with our patients and provide them with healthy tips to support their healing. The Administrative Assistant must have strong writing and editing skills, must be creative, and must be willing to take initiative on projects.

RESPONSIBILITIES (includes but not limited to):

- Answering phone calls, responding to emails and text messages
- Processing payments and billing
- Maintaining office space and treatment rooms
- Knows how to use Mac computer and iPhone
- Updating social media including but not limited to Instagram, Twitter, Facebook and LinkedIn
- Knowledge of Acusimple preferred but not required
- Performs related duties as assigned

COMPENSATION: \$18-20/hour

SCHEDULE: Shift times to be discussed. (*Working Saturday's is a must).

HOURS: 15-20 hours/week.

HOURS OF OPERATIONS

Monday: 9am - 8pm

Wednesday: 7am - 7pm

Friday: 9am -7:30pm

Saturday: 8:30am - 3:30pm

REQUIREMENTS

To apply, read the instructions carefully and please do ALL of the following. Your application will not be considered if you do not fulfill the three requirements.

1. Please send your resume and cover letter to acufrontdesk@gmail.com to apply for this position.
2. Include in the body of your email a paragraph or two about why you are excited about working at an acupuncture clinic or in alternative wellness.
3. Call (415) 857-2704 and leave a voicemail with your full name and phone number and the best time to reach you.

Thank you!