

## Seeks Office Receptionist

We help people become revitalized versions of themselves by providing Japanese & Chinese medicine treatments, herbal medicine, nutrition, and more. The clinic environment is one of tranquility, ease, and compassion. These are the healing qualities we wish to keep alive in the clinic and with one another.

We are looking for a **temporary part-time office receptionist end of March through end of June** to be running the back-end of the clinic while also being the first face patients engage with when they walk through the door. We would like you to be using your administration and customer service background while having an enthusiastic interest in alternative medicine.

### Projects & Responsibilities include:

- Create a warm, friendly, welcoming experience for all patients
- Ensure organization of clinic operations and admin processes
- Patient communications - in-person, phone, and email - including scheduling
- Comfortable with complex online scheduling
- Manage social media presence
- Organizing google docs
- Management and record-keeping of insurance claims
- Light cleaning of office as appropriate (sweeping, vacuuming, tidying patient rooms)

### Your Skills and Experience:

- **At least 1-2 years experience in admin, office, or receptionist role. (in the wellness/healthcare field is a big plus)**
- Warm, friendly, and professional demeanor.
- Quick, adaptive learner with high attention to detail and ability to multitask
- Resourceful, reliable - and love to solve a variety of problems
- Self-motivated independent worker
- Proficiency with Google docs and Mac I-works programs: pages, numbers, keynote and/or Microsoft Office 365
- Experience working with Squarespace website management, creating newsletters via Mailchimp (a big plus)
- Experience with complex scheduling software. Unified Practice is used at the clinic.

### Hours: 8-28 hours/week March 15 through July 3

We are looking for coverage that could include any of the following and may be shared potentially with one other receptionist:

Every Other Sunday 11:00-7:00

Tuesday 11:00-7:00

Thursday 2:00-7:00

Friday 11:00-6:00

Email [rebecca@goldenpointacupuncture.com](mailto:rebecca@goldenpointacupuncture.com) to send resume, cover letter.