



## **Part-Time Office Assistant at Top Women's Owned Acupuncture Center**

Blue Ova is a busy women-owned integrative health center in San Francisco specializing in fertility, pregnancy and post-natal care. We offer acupuncture, massage and nutritional support. We are seeking a 2 days per week part-time **Front Office Assistant** superstar to join as a member of our amazing wellness team.

**This role will be for Sunday 8:30am-2:00pm, and Wednesday 7:00am-1:00pm. Approximately 12 hours per week, starting late April/early May 2021. Possibility to increase days starting in June.**

### **Our Mission:**

At Blue Ova, we exist to support women and couples on their journey toward parenthood. Our goal is to deliver a service and an experience that makes clients feel confident and empowered to manage and reach their reproductive health and fertility goals.

### **Our Culture:**

Blue Ova is a growing company founded on the belief that fertility, pregnancy and women's health care should be empowering, transformative and up-lifting. Our team is made up of positive, inspiring and grounded people with a love for what we do. We strive to have a team that is bonded, helping one another grow and constantly learn from each other.

### **Who you are:**

You are eager to join a team that values women's health, wellness, and community. You must be a rockstar in providing customer service and hospitality, be warm and personable, a self starter, able to think on your feet and juggle competing priorities. You must have administrative skills, be dependable and enthusiastic, and able to provide personalized support to both our practitioners and care to our patients in a busy and professional environment. You must have office experience and a personal passion for women's health and wellness.

### **Role Essential Duties and Responsibilities:**

- Greet patient, check-in and out.
- Assist the Clinic Management in daily clinic tasks and projects.
- Schedule patient appointments.
- Handling phone activity and emails, tracking and following up with clients.
- Take payment from patients, and send billing receipts.
- Filling herbs and collecting supplements for patients.
- Building a deep knowledge of our services and products to support in educating our clients.
- Building fruitful relationships with our client. You will be the first person our clients see when entering the space and you will make them feel welcomed and supported.



- Supporting practitioners in any capacity needed to help the practice run smoothly and efficiently.
- Assist in developing blog and marketing materials.
- Maintain clean and orderly office including the reception, treatment rooms and practitioner area, ensuring the space matches Blue Ova's brand.
- Light office cleaning.

**Expectations and Requirements:**

- Provide high level of customer service and hospitality.
- Must be a self starter, willing to initiate tasks and perform duties without direction.
- Must have Administrative experience, including scheduling, emailing, answering phones.
- Always a positive and helpful attitude, with consistent follow-through and openness to feedback.
- Maintain a professional demeanor, with a clear, friendly and compassionate communication style.
- Excellent attention to detail.
- Team player. We are centered around collaboration.
- Foster the Blue Ova Community and Culture in our office.
- Personal passion and eagerness to learn about women's health.

**Qualifications**

- Must have outstanding customer service and hospitality skills.
- Highly organized with the ability to prioritize multiple tasks with tight deadlines.
- Must be tech savvy, experienced in standard office programs (e.g. word, excel) and able to navigate through multiple software programs.
- Strong ability to communicate with customers and team members.

**Other important details:**

- You're authorized to work in the US

To learn more about our team and center visit our website: [www.blueova.com/join-us](http://www.blueova.com/join-us)

Please email your resume and cover letter, stating why you are interested in working with us, as well as your your availability to: [shannon@blueova.com](mailto:shannon@blueova.com)

*Blue Ova Health is an equal opportunity employer. We are proud to foster a workplace free from discrimination. We strongly believe that diversity of experience, perspectives, and background will lead to a better environment for our employees and a better service for our clients.*