



Receptionist, Part-Time

Warrior Hearing Center is hiring for a part-time receptionist position. Job duties include greeting patients, answering phone calls and scheduling. Scanning/electronic filing of medical records, assisting with mailings, taking payments, light cleaning, and other duties as assigned. Computer proficiency is required, employee will be given training on scheduling software. The ideal candidate will be a fast learner, friendly, courteous, reliable and have knowledge of good customer service. \$13-15/hour.

Start date is Mid to Late August. 15-25 hours per week.

Please email completed employment application and resume if applicable to janicerichbourg@warriorhearing.com.

