

*We're*

**HIRING!**

## Front Desk Receptionist

With the patients, will be responsible for greeting and scheduling patients, answering phone calls/text messages, explaining insurance policies, collecting payment, and ensuring the patients are comfortable during their visit.

Multitasking is a must. Skills but not limited:

- Answering telephones
- Insurance verification
- Assist with patient cares
- Managing and tracking office supplies
- Maintaining inventory of supplies
- Maintaining an orderly work area
- Office organization and administrative duties
- Marketing (social media)
- Must be comfortable with communicating with patients

**Monday – Friday**

- No Holidays
- No Weekends

**The Healthy Back**

CHIROPRACTIC

Albion, NE



If interested, please email a resume to [thehealthyback@yahoo.com](mailto:thehealthyback@yahoo.com) or give us a call at 402-395-6957 for more information.