

Customer Service Front Desk - Chiropractic Clinic Missouri City, TX

Send resume to drbriananderson@gmail.com

IMPORTANT: PLEASE MAKE SURE THAT YOU ARE AVAILABLE FOR ALL OF THE FOLLOWING HOURS BEFORE APPLYING + SOME WEEKENDS REQUIRED, THANK YOU!

Monday 7:40 - 11:30 & 2:00 - 7:30

Tuesday 2:00 - 7:30

Wednesday 7:40 - 11:30 & 2:00 - 7:30

Thursday 2:00 - 7:30

Friday 7:40 - 11:30

SOME WEEKEND ROTATIONS WILL BE REQUIRED AS WELL

Who We Are...

Life Essentials Chiropractic is part of a global initiative alongside 100s of other doctors to change the way healthcare is viewed and delivered throughout the world. Our organization has developed a scientifically based holistic process founded on 5 core principles of health & wellness.

We have a very busy family health clinic serving babies one day old to people in their 90s, with a huge focus on community outreach. Our office is located in Missouri City, TX. Due to our continued growth, we are actively seeking to add to our current staff here.

Front Office Assistant Needed...

This critical team member will work with our doctors and their staff to ensure an efficiently running practice and a high quality of patient care. Duties include, but are not limited to, managing patient care schedules and in-office flow, teaching in-office rehab and home care exercises, setting up and/or taking x-rays, leading one-on-one nutrition and detox consults for patients, calling to verify insurance coverage, maintaining patient records and files, answering phones, calling missed appointments, cleaning and maintaining the office, as well as outside promotional events like health screening events in the community and at business and churches, etc...

Candidates must be able to provide high quality customer service in a fast paced environment while maintaining the ability to multitask. You must also have excellent time management skills and the ability to perform expected tasks without supervision. Some late evenings and weekend hours are necessary.

Competencies:

- Experience within chiropractic, wellness or alternative medicine preferred but not required.
- Excellent communication skills
- Strong working knowledge of Microsoft Office programs - Word, PowerPoint and Excel (a must)
- Must have the ability to love and serve people with a happy heart.

Salary: Salary commensurate with qualifications

Please send a brief cover letter outlining how your specific experience meets the outlined competencies and resume to apply. Send resume to drbriananderson@gmail.com Thank you!