



Northwest Office Receptionist

Job ID: Receptionist

Location: Northwest

Position Type: Full Time

Experience: Entry Level

Desired Education: High School Diploma or equivalent

Position Summary:

This position facilitates Receptionist operations. Work is performed under the general direction of the Business Office Manager.

Essential Duties and Responsibilities:

- Greets all customers/patients
- Provides visitor badges
- Distributes mail
- Intake of Medical Record Requests
- Contact between Physicians Teams

Qualifications/Experience:

- Must have excellent customer service etiquette
- Bilingual Required (Spanish)