

General Office Worker (part time)
Pediatric Medical Supply; Location: Rochester, NY

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Pediatric Medical Supply would like this position to be reposted, but I believe he has made some minor adjustments to the position. Please use this description (below). This position also needs to be sent to DOL in order to develop a new OSOS Job Order. Thank you!

Healthcare/ Medical. Seeking a part-time General Office Worker for growing company. Part time position to start, with potential for full time in future. There are a minimum of 20 hours to maximum of 30 hours per week. We typically start employees with a 8:30 am to 1:30 pm Monday – Friday hours. Second Employee needed!

Responsibilities:

- Answer phone calls and direct calls to appropriate parties or input into software system.
- File and retrieve documents, records, and reports. Assist patients on the phone.
- Input data into cloud based medical records and billing software system.
- Perform general office duties.
- Open, sort, and distribute incoming correspondence, including faxes and email.

Qualifications:

- Associates Degree Preferred or 1+ years of work experience in an office setting.
- Strong computer skills.
- Microsoft Office, Word, Excel, Outlook
- Able to follow procedures.
- Experience in medical field helpful but not necessary.

Additional Qualifications:

- Excellent on the phone with caring attitude.
- Growth potential with company
- Must have your own transportation
- Bilingual a plus
- Must be able to lift 35 lbs.

How to Apply: Send Cover letter and/or resume to prcaines@gmail.com.

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