

Pediatric Medical Supply, Inc.

General Office Worker (*Part-Time*)

Healthcare/ Medical.

Seeking a part-time General Office Worker for growing healthcare service company. Part time position. There is a minimum of 20 hours to a maximum of 30 hours per week. We typically start employees with 5 hours/day Monday – Friday.

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 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 Pounds.

HOW TO APPLY: Please send a cover letter and/or resume to medicalofficeemployment1@gmail.com