Part-Time Receptionist Position

The position is part-time Monday – Thursday 10:00-3:30 with a 30 mn lunch break at $16.00/hr.  The tasked would including but not be limited to scheduling, check-in clients, answering phones and emails, basic upkeep of the office, and helping out with the two young therapy dogs.

Skills:

* Time management skills to be able to prioritize activities, especially when there is a high volume of tasks
* Positive attitude for greeting clients in a friendly and warm manner upon arrival to the office or through the phone
* Communication skills to be able to communicate with clinic director, therapists, and/or clients and understand their needs
* Strong organizational skills to keep multiple calendars organized
* Administrative skills to be able to use basic computer programs including Microsoft Office
* Flexibility to be able to move between activities and duties quickly if priorities change