

Receptionist – Part Time

Date: 12/4/24

Location: Everett

Are you a friendly, organized, and responsible individual looking to make a difference in a dynamic healthcare clinic? We are seeking a part-time receptionist to become an essential part of our team! The position requires 20-22 hours per week in office at our clinic in Everett.

What You'll Do:

- Greet and assist patients as they enter the office.
- Manage appointment scheduling efficiently and accurately.
- Handle phone calls, answer inquiries, and direct calls to appropriate staff.
- Order office supplies and coordinate services with outside vendors.
- Fax, file, and copy medical records following HIPAA guidelines
- Maintain patient confidentiality and adhere to privacy regulations.
- Collaborate with a supportive team of healthcare professionals to ensure smooth clinic operations.

What We're Looking For:

- High school diploma required. College coursework preferred.
- Excellent interpersonal and communication skills.
- A responsible and dependable work ethic.
- Ability to work well with others in a team environment.
- Commitment to maintaining patient confidentiality.
- Previous experience in medical reception or administration in a healthcare setting.
- Previous experience with Epic scheduling software is a big plus!
- Must be able to provide proof of legal authorization to work in the U.S.

Why Join Us?

- Be part of a caring and dedicated medical team.
- Enjoy a flexible part-time schedule.
- Gain valuable experience in the healthcare field.
- Work in a positive and supportive environment.

Benefits:

- Competitive pay
- 9 paid holidays
- A family friendly and people focused workplace
- The opportunity to work for the best healthcare company in Washington

If you're ready to bring your skills and positive attitude to our clinic, we'd love to hear from you. Apply today and help us provide top-notch care to our patients. Become the friendly face of our clinic that makes a difference every day!

Note: All applications will be treated with strict confidentiality.

Schedule: 20-22 hours/week in office, Monday to Friday. No evenings or weekends.

Salary: \$21.00 - \$23.00 per hour, depending on experience, skill set or education.

To Apply: please send cover letter and resume to: jvette@wwmedgroup.com

Western Washington Medical Group is an Equal Opportunity Employer. We celebrate diversity and inclusion and welcome applications from qualified candidates, regardless of race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected veteran status or any other characteristic protected by applicable federal, state or local law.