



Casual / Part Time Customer Service Representative/Reception

Are you are passionate about your work and perform with a high level of energy, reliability and pride? Customers and coworkers alike look forward to their interactions with you? Is your administrative work thorough, organized and detail-oriented? Do you have a solid command of the English language and excellent communication skills? Does your work experience demonstrate success in providing customer service and strong administrative support? We are a growing company, with a positive workplace culture. Our team is a solid group of dedicated professionals who strive to deliver the best care to our patients. If your desire and skills are to make a lasting impact on the quality of people's lives – we want to hear from you!

Job Summary

- Provides a superior level of customer service to patients, enthusiastic greeting and assisting patients, answering phone, and monitoring text line
- Checking in and processing all transactions at the Point of Sale register
- Managing appointment bookings for patients
- Responding to inquiries and helping clients with problems
- Assists therapists with all inquiries, patient follow up
- Opens and closes the facility
- Performs a variety of duties including folding laundry, daily cleaning and refilling supplies or other duties as assigned
- Providing administrative support under the direction and support of the clinic director

Job Type / Category

Casual / Part-time

Day, evening and weekends including Sundays

Potential to increase to full-time

Skills and Qualifications

- Great customer service skills
- Solid communication skills
- Patient oriented and supportive attitude
- Dedicated and trustworthy
- Self starter, be able to function effectively with little direction
- Must be able to lift up to 25 lbs
- Time management skills