

Friday, April 3, 2015

Administrative Assistant

Company: Physical Therapy & Feldenkrais NYC
Location: New York, NY
Compensation: TBD

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Physical Therapy & Feldenkrais NYC is a unique office that specializes in implementing the Feldenkrais Method in a physical therapy setting.

We are looking for a multi-talented person with a great personality to fill a long-term full time administrative assistant position. The ideal candidate has superior customer service skills, exceptional organizational abilities, and a strong work ethic.

Responsibilities include but are not limited to: answer the phones, meet and greet patients, schedule patients, maintaining patient files and forms, processing payments, a/r, maintain office appearance, and order supplies as needed.

Qualifications:

Bachelor's Degree or its equivalent
2-4 years' experience in administration
Strong communication, writing, and organizational skills
Knowledge of the Feldenkrais Method is a plus
Prior work experience in a medical field is a plus
Knowledge of QuickBooks is a plus

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