Thursday, October 6, 2022

Front Desk Position at Acupuncture Clinic

Company: Olo Acupuncture
Compensation: $23/hr

Front Desk Employee to join Collaborative Healthcare Team

Olo Acupuncture is an acupuncture and wellness clinic in Manhattan's Chelsea neighborhood. Since 2011 our clinic has treated a wide range of patients and conditions in private rooms and a community setting.

We are looking for a friendly and detail-oriented individual to join our collaborative team of healthcare professionals. We prioritize diversity, seek those who align with our values and encourage all to apply. This is a part-time, W-2 position, with the possibility of growing into a full-time role.

The front desk at Olo Acupuncture sets the tone for professionalism and friendliness with both prospective and current patients alike. Front desk staff are often the first in line when things don't go as planned. Being calm and gracious under pressure is vital and helps us successfully resolve any issues that might come up.

Qualifications & Requirements:

Compassionate and professional communication. Strong verbal communication with patients and team members with the ability to write clearly and concisely.

A positive and team-oriented mindset.

The ability to maintain a clean and organized physical and digital space.

Punctual.

Available some evenings and weekends.

Self-motivated.

Adept at working with and picking up new web-based software such as Gmail, Google Docs, and others.

Ability to give and receive feedback.

Vaccinated for COVID-19.

Duties & Responsibilities:

Answer phones and return voicemails & emails promptly.

Warmly greet and check in patients as they arrive.

Ensure patient profiles are up-to-date and complete with IDs, insurance cards, and other items as needed.

Participate in making all patients feel comfortable and well cared for.

Educate new patients on our processes.

Answer any general questions.

Check patients out, take payment, and schedule follow-up appointments.

Coordinate with practitioners, communicate each patient's status, and help them stay on schedule.

Maintain our inventory of products and supplies.

Compensation:

Job Type: Part-time with the potential for full-time

Starting wage is $23 per hour

401k available after 12 months

Commuter benefits

Flexible schedule

Discounts on Olo services and products

No medical/dental benefits at this time

*COVID-19 considerations:

As a healthcare facility, our standards for safety center around our most vulnerable community members. Team members must be willing to

abide by state and federal regulations. Covid vaccines are required.

To Apply

Email a cover letter and resume as PDFs to info@oloacupuncture.com

The subject should read: Front Desk Candidate: [your first and last name]

Please do not follow up. We are a small team with limited capacity and will contact you with any next steps. Thank you.

Olo Acupuncture

For more information:
Meghan Herzfeld
info@oloacupuncture.com

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