

Monday, June 23, 2025

Harkness Center for Dance Injuries Medical Office Associate

Company: Harkness Center for Dance Injuries at NYU Langone Health

Location: New York, NY

Compensation: \$41,977.19 - \$60,420.00

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The Harkness Center for Dance Injuries of NYU Langone Health is seeking a full time Medical Office Associate to work in a dynamic, fast-paced medical office. This position is responsible for providing high level administrative support by managing phone lines, scheduling and registering patients, handling information requests, and performing other functions such as preparing correspondence, receiving visitors, and scheduling meetings. The Medical Office Associate independently performs all duties while maintaining a professional, polished, calm and welcoming environment. This position includes a full benefit package.

To apply, please send resume and cover letter to Jessica Mattsson via email at jessica.mattsson@nyulangone.org, and apply online via this link: <https://jobs.nyulangone.org/job/22080778/medical-office-associate-nyu-langone-orthopedic-hospital-f-t-35-hrs-per-week-monday-friday-9-30-am-5-30-pm-new-york-ny/>

Harkness Center for Dance Injuries at NYU Langone Health
614 2nd Avenue Suite 2G
New York, NY, 10016
212-598-6054
www.danceinjury.org

For more information:
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[< back](#)

[previous listing](#) • [next listing](#)