



NOW HIRING!

FULL-TIME MEDICAL OFFICE ASSISTANT/RECEPTIONIST – IELC EAST CAMPUS

Pay: \$12.98/hr - \$17.12/hr D.O.E

The mission of PdN Children's is that we help children with special needs achieve their fullest potential. Our vision is a world where all children thrive in an inclusive environment, recognized by their abilities and talents, rather than their differences. Join us in our mission and make the journey with the precious children we serve.

Summary/Objective - The Medical Office Assistant performs various routine clerical duties to support the organization.

General Duties

- Clerical duties including typing, filing, and completion of simple forms.
- Operates office machines including copiers, scanners, phone and voicemail systems, personal computers, and other standard office equipment.
- Serves as the receptionist for the office, greeting visitors and applicants.
- Answers phones, directs calls to appropriate individuals, and prepares messages.
- Copies, sorts, and files records related to office activities, business transactions, and other matters.
- Prepares letters, memos, forms, and reports according to written or verbal instructions.
- Sorts incoming mail and delivers to appropriate department or individual; processes outgoing mail.
- Receive payments for program service fees.
- Manages calendars and schedules appointments.
- Performs other related duties as assigned.

Required Education and Experience

- High school diploma or equivalent required.
- Medical office experience or Completion of medical office program
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Proficient with Microsoft Office Suite or related software.

Preferred Education and Experience

- Clerical experience preferred.
- Ability to type at least 45 words per minute.

Additional Eligibility Qualifications

- **Must pass criminal history background check**



Other Duties - Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Work Environment - Office setting, with prolonged periods sitting at a desk and working on a computer

Physical Demands - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Essential Functions - Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

BENEFITS: Health and life insurance. 401K. Holiday pay, paid vacation and sick time.

Please submit application (<http://pdnchildrens.org/career-opportunities/>), resume, and proof of education to admin@pdnchildrens.org “NO PHONE CALLS, PLEASE!”