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Medical Receptionist-Full Time-RSCNY4207

Description

Reliable Staffing New York is now seeking a Medical Receptionist in Brooklyn! Please have relevant experience. Duties include: Welcoming patients and visitors, in person or on the telephone; answering or referring inquiries. Optimizes patients satisfaction, provider time, and treatment room utilization by scheduling appointments in person or by telephone.

Job Location

501 Fifth Avenue, 3rd Floor, 10017, New York, New York, United States

Valid through

18.09.2029

Base Salary

\$ 42,196 - \$ 50,433

Employment Type

Full-time

Hiring organization

Reliable Staffing Corporation

Contacts

jobplacements@reliablestaffing.com

Industry

medical

Skills

Desirable skills: Multi-tasking, Flexibility, Telephone Skills, Customer Service, Time Management, Organization, Attention to Detail, Scheduling, Word Processing , Professionalism, Quality Focus.

Qualifications

Candidates must be bilingual.

Apply Now

REGISTER AND SUBMIT YOUR APPLICATION