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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