https://reliablestaffing.com/job/medical-receptionist-full-time-rscny4207/

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