Full Time: Office Clerk/Receptionist  
Industry: HealthCare  
Brooklyn NY

Requirements:
- Outgoing Personality
- Native Speaker in Cantonese
- Fluency in Mandarin and English
- Excellent communication and interpersonal skills
- Punctuality and dependability
- Working knowledge of Microsoft Excel and Word

Job Duties:
- Be friendly and sociable to with new clients, Home Health Aides and elderly patients
- Welcomes visitors by greeting them, in person or on the telephone; answering or referrring inquiries.
- Directs visitors by maintaining employee and department directories; giving instructions.
- Maintains security by following procedures; monitoring logbook
- Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
- Contributes to team effort by accomplishing related results as needed.
- Collecting, sorting, reviewing, scanning, and packaging time-sensitive documents
- Contacting employees to turn in medical documents and submit time sheets
- Scheduling employees for training
- Registering new employees and answering questions about payroll

- Candidates must be authorized to work in the United States.
- Permanent Full Time: Office Clerk/Receptionist
- 40 hours per week.
- Salary depends on experience
- 1 week vacation per year
- 5 days sick pay per year
- 6 holidays in a year