Medical Receptionist

We are looking for an energetic, motivated, and detail-oriented individual to join our team at small medical/surgical practice in lower Manhattan for an immediate full-time position. Strong verbal and written English skills are required as well as Cantonese or Mandarin verbal proficiency. This position requires interacting with parents of all ages in a professional and welcoming manner.

Candidates must be comfortable answering phones and working on a computer for front office tasks such as scheduling, and data entry, etc., we will provide hands-on training with medical scheduling software and related skills.

Working hours are Monday through Friday 9:30 am to 5:30 pm and compensation is commensurate experience. Our typical starting salary is $17/hour.