



Are you a mature, personable, detail-oriented, and strong multitasker looking for an opportunity to work in the health and wellness sector? Are you looking for meaningful work in a positive environment? This full-time position is not your typical sit-behind-the-desk office receptionist job. Our **Front Desk Administrative Assistant** is responsible to keep a busy clinic running smoothly from opening to closing each day while making sure all details are covered. This position requires a highly organized person with amazing people skills and strong computer skills who can successfully prioritize attention between patient needs and administrative needs within a dynamic small team setting.

Healing Point Chiropractic & Acupuncture is a family wellness clinic looking for a full-time Front Desk Administrative Assistant. We are located in the Town of Dewitt at Lyndon Corners in Fayetteville, just up the road from Dewitt Wegmans. We offer a vibrant, fast-paced environment where you will work closely with the Doctor of Chiropractic in running daily operations including:

- Patient communication by phone, email and text
- Patient intake & creating a welcoming atmosphere
- Scheduling patient appointments
- Managing patient flow
- Data entry
- Financial transactions
- Maintaining office inventory
- Assisting with various aspects of patient care

Our ideal candidate is an efficient multitasker who is outgoing and personable, punctual, mature, adaptable, detail-oriented, and reliable. Must be comfortable and experienced with Windows-based computers and have the ability to learn our practice management software as well as memorize pre-written scripts. In this position, you will see the transformation of our patients as they get healthier naturally, experience a challenging and rewarding work environment, and have access to weekly team training to help accelerate growth personally and professionally.

Full-Time Position Hours:

Mondays: 6:30 am - 12:00 pm & 2:30 pm - 6:30 pm

Tuesdays: 7:00 am - 11:00 am & 2:30 pm – 9:00 pm

Wednesdays: Flexible (~3 hours)

Thursdays: 6:30 am - 12:00 pm & 2:30 pm - 6:30pm

Fridays: 10:00 am - 1:00 pm

Total Hours: ~35 hours/week

Compensation: \$20-\$25/hour

Please note: We are unable to offer health insurance at this time, however, regular complementary chiropractic care is a unique benefit of this position.

Applicants must have a strong command of English, written and spoken. Other Languages are assets.

One year of administrative experience is preferred but not required.

To apply, please email Resume & Cover Letter to: Darrilyn.Yoo@gmail.com or better yet, deliver them in person to our clinic during the hours listed on our website.

All applications must include a COVER LETTER & RESUME.

Review CLINIC HOURS to ensure your availability for all times BEFORE applying.

Serious applicants only!

Job Type: Full-time

Education: High School required, College preferred

Experience: Front desk or Customer Service preferred

Work Location: In person

Must be able to legally work in the USA.