

Job Title: Front Desk Assistant
Location: Cooper City, Florida
Reports to: Chief Operating Officer (COO)
Start Date: July 2023
Salary: Hourly, commensurate with experience

NeuroFit360 Front Desk Assistant Job Description

This position requires a motivated, energetic, independent, and enthusiastic individual with prior experience. Your daily work will involve client scheduling, payment collection, new patient registration, and assisting the clinical team. Candidates must project a warm friendly demeanor in client and team member interactions. The position requires candidates to work during center hours of operation Monday thru Friday 9-6pm.

Job Duties:

- Greet clients warmly, take temperature, ensure they are wearing mask, and direct them accordingly.
- Offer a fond farewell, providing any pertinent information about their next appointment or office hours or upcoming holidays.
- Answer incoming telephone lines.
- Respond to requests for information from clients, providers, and coworkers in a timely manner and with a positive attitude.
- Electronic Scheduling – look up and cancel appointments.
- Show you are a team player who is committed to excellence by assisting your peers with general clinic maintenance and upkeep.
- Collecting payments
- Faxing and filing and perform any other clerical duties assigned.
- Invoice
- Website
- Photography

Job Requirements:

- Must have 2 years of previous knowledge in a medical office environment.
- Excellent telephone skills
- Bilingual -- Spanish
- Data Entry Skills
- Must be proficient in Word and Excel
- Previous experience with medical software preferred.
- Knowledge of medical terminology, HIPAA compliance, neurological terminology preferred.
- Team player attitude, energetic, with a focus on excellent customer service
- Attention to detail.
- Time Management skills
- Organizational skills, able to multitask in a fast-paced environment.
- Education/Credentials: High school graduate or equivalent

Qualifications:

- 2 Year Front Desk/Receptionist Experience
- Ability to use all necessary office equipment (faxes, copiers, computers, telephones, etc.)
- Bi-lingual

To apply, please forward a cover letter and resume to administration@neurofit360.com

Equal Opportunity Employer

NeuroFit360 is committed to creating a diverse work environment and is proud to be an equal opportunity employer. NeuroFit360 does not discriminate on the basis of race, color, national origin, sex, gender identity, religion, sexual orientation, age, disability, parental status, veteran status, or any other protected status under applicable laws. We encourage individuals of all backgrounds to apply. If you are a qualified candidate with a disability, please e-mail us at administration@neurofit360.com if you require a reasonable accommodation to complete this application.

Don't check off every box in the requirements listed above? Please apply anyway! Studies have shown that marginalized communities - such as women, LGBTQ+ and people of color - are less likely to apply for jobs unless they meet every single qualification. NeuroFit360 is dedicated to building an inclusive, diverse, equitable, and accessible workplace that fosters a sense of belonging – so if you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to still consider submitting an application. You may be just the right candidate for this role or another one of our openings!