

NOTICE OF POSITION VACANCY

FULL TIME POSITION

JOB TITLE: Front Office Staff

HOURS M-F: 8:00 AM – 5:00 PM

SALARY Commensurate with Experience

POSITION DUTIES/RESPONSIBILITIES: enter patient's service charges in computer system, collect current and overdue service charges, adjusting patient's account and printing receipt, secure a daily cash box, reconcile daily charges and receipts. Answer phones and forwarding messages; scheduling appointments.

REQUIRED EDUCATION, TECHNICAL TRAINING OR EQUIVALENT:

High school diploma or equivalent. College credit hours preferred.

REQUIRED EXPERIENCE OR SKILLS: excellent communication and customer

service skills. Computer literacy, bilingual in English/Spanish is strongly preferred.

To apply, please send completed applications to Yadira Ramirez at yramirez@wacofhc.org