

Mid-Atlantic Recovery Center - Job Description

Date:	Job Title:	Code:
1/30/2020	Receptionist	§ 410

Description:

Mid-Atlantic Recovery Center is looking for a Receptionist who is extremely organized, tidy, professional and able to coordinate the front-line office activities. This role requires discretion, compassion, and a positive attitude as the Receptionist is the first impression patients have when entering the clinic.

Supervisor: Operations Manager

Hours: 35 hours per week

Primary Duties and Responsibilities of Receptionist:

- Carries out all secretarial duties such as answering phones, greeting patients, data entry, and general office management.
- Assists with patient intakes as required and where appropriate. This – including scheduling, check-in, insurance, payment transactions, and follow-ups.
- Maintains records and documents to aid the Operations Manager, Medical Director and Program Director as requested.
- Maintains the appearance of the waiting area and ensures all daily and weekly maintenance schedules are carried out.
- Other duties, as assigned.

Qualifications, Education and Training:

- Must have a high school diploma with at least 1-year of office experience.
- Must always present a professional appearance and demonstrate proper telephone etiquette.
- Proficient in basic PC skills including Microsoft Word and Excel.
- Be able to follow directions and work with minimal supervision.