

## FRONT DESK RECEPTIONIST

We are looking to hire multiple receptionists, at the locations listed below.

- Medina & Wadsworth locations

### **PAY:**

\$16-\$20 an hour, opportunities for overtime.

### **BENEFITS:**

401k and 401K match up to 4%, paid vacation, health, vision, dental, Aflac, paid major holidays, free dermatologic care for employee and immediate family.

### **HOURS:**

- Work 4 week days with overtime available
- 7:15 am – 5:00 pm

### **GENERAL RESPONSIBILITIES:**

- To provide the highest level of patient care to the patients
- Follow instructions
- Be detail oriented and efficient
- Computer skills

### **GENERAL JOB DUTIES:**

- Greet patients upon arrival, review practice specific information, and provide excellent customer service with the potential to provide assistance to administrative staff in various company processes
- Treating our patients and having the highest regard for customer service: respecting patient rights and sharing problems relating to patients and/or staff with immediate supervisors quickly

### **REQUIREMENTS:**

- Take all patient information accurately
- Communicate any medical concerns to the provider and patient
- Give the highest patient care while being able to multi-task
- Be a team member and work well with your peers on a daily basis

Send resumes to: [HR@tcoho.com](mailto:HR@tcoho.com) or Trillium Creek Dermatology Attn: Jessica 5783 Wooster Pike Medina, OH 44256  
[www.tcoho.com](http://www.tcoho.com)