

Administrative Assistant Craigslist Posting

Hiring Resource

Administrative Assistant (XX hrs/wk) (Location)

OPTION 1

Do you enjoy making a positive difference in other people's lives? Do you want to work in an environment that is welcoming, friendly, caring, healing, & fun? Do you want to go home at the end of your work day feeling accomplished and fulfilled? Then please read further.....

We are a busy, successful, growing, & very service oriented chiropractic office located in (location). We have a [practice description] treating [children and] adults of all ages. We are looking for an assistant who possesses the following skills & qualifications to be successful at this position:

- Friendly/Welcoming/Caring/Positive
- Excellent verbal & written communication skills
- Dependable/Reliable/Responsible
- Mature/Professional Attitude/Professional appearance
- Trustworthy
- Organized/Detail oriented
- Multi-tasking
- Positive attitude/Desire to help others
- Desire to learn new tasks/Work well with others

Duties include:

- Answering [2-4] line phone
- Schedule appointments/Confirmation calls
- Greeting patients (Infants to Geriatrics)
- General office support (filing, fax, copy, print)
- Accurate data entry
- Posting accounts receivables, collections, billing insurance
- Proficiency in Microsoft Office
- Record keeping and related documentation
- Daily chart preparation
- Daily computer back up
- Maintain & order medical [and nutritional] supplies
- Maintain the office environment

Hours:

- Monhalf hour before opening-half hour after closing
- Tues..... half hour before opening-half hour after closing
- Wed..... half hour before opening-half hour after closing
- Thurs..... half hour before opening-half hour after closing
- Fri..... half hour before opening-half hour after closing

Please e-mail (or fax) resume in confidence with a cover letter to:

Clinic Address
Fax #:111-222-3333

If you want to have a hiring meeting:

Date
7:00PM to 7:30 PM
Clinic
Address
City, State
111-222-3333]

Thank you for your interest in this position.

OPTION 2

Full time Chiropractic Office Assistant opportunity available in a well established clinic for immediate start.

Your characteristics?

- a bright personality
- positive energy
- strong communication and organization skills
- warm and welcoming in person and on the phone
- efficient typist with strong basic computer skills; (Office, e-mail and internet)
- Experience in a Chiropractic Office is not critical, but you must be a quick learner.

What do you receive?

- Direct training
- Meaningful and fulfilling work in service to others
- Competitive pay
- Friendly and pleasant working conditions
- Access to bonus plans, retirement plans and health benefits
- Routine chiropractic care

Please email your resume in confidence for review.