

Front Office/Admin Job Posting

Hiring Resource

High Performing Chiropractic office administrator needed

The right person for our office will have experience in health care and preferably chiropractic, be able to multi-task with ease, enjoy the challenges and benefits of helping individuals in pain.

If you...

- Can picture yourself getting out of bed excited about helping others achieve better health
- Have great communication skills and have a genuine love for people
- Are a team player looking for the best solutions to problems
- Like to wear lots of hats (and not just when it's cold) as office administrator, insurance specialist, communicator, facilitator and general get 'er done kind of person
- Enjoy your work but are looking for more opportunity to contribute
- Are happy but could be happier with the right opportunity to help make a difference in peoples' lives
- Interested in challenges and the opportunity for growth and reward for your efforts
- Want to be part of a dynamic team committed to helping others

...then you might be a perfect fit for our position.

The successful candidate will be goal oriented, enthusiastic, hard working, honest and committed to making a difference in peoples lives by their contribution to the team.

Pay levels start at \$17-19/hour DOE.

Will you join us and start feeling great about what you do?

Send your resume to info@your clinic.com