

Healthcare Practice Receptionist/Administrative Support

Creative Health Solutions, founded and led by Judy Feingold, OTR/L, is an innovator in pediatric special needs therapies. Creative is friendly and nurturing with motivated and passionate staff.

This is a meaningful and personally rewarding opportunity for an afternoon shift Receptionist/Administrative Support person. This is a great position for a friendly, upbeat, outgoing, and caring person who learns quickly and helps out wherever needed.

In addition to reception responsibilities, the candidate will provide administrative support.

Essential skills:

- Friendly and courteous.
- Excellent phone abilities and proficiency with office equipment.
- Ability to multitask and work independently.
- Computer use.
- Organization and time management.

Beneficial skills:

- Experience with medical software.
- Experience in a wide variety of office skills including clerical support.

Position hours 1:45-7:15 Monday - Friday for a 27.5 hour/week.

Creative is a place to learn and grow; a place of excellence, a place where you will see positive results every day. Become part of a team that helps make better lives for children and their families...every day.

Possible employer subsidized medical, dental, vision insurance, flexible saving account, and other benefits.

Excellent growth potential.

Candidates must complete and submit an application found on the careers page of our website:

www.creativehealthllc.com/careers

Call 703-910-5006, email careers@CreativeHealthLLC.com, fax 888-314-6706. We promise you a timely personal response.

(View our web site: www.CreativeHealthLLC.com)