

Office Administrator

Do you have excellent customer service skills? Are you creative, proactive and motivated with the right instincts to go above and beyond? If so, we would like to hear from you.

Naturopathic Clinic of Issaquah is looking for an **Office Administrator**. Our goal is to help patients achieve and maintain wellness at all levels. The ideal Office Administrator needs to have that same passion and commitment. *This is a part-time position – Monday thru Friday from 1:30 PM – 6 PM.*

Key Responsibilities of the Office Administrator:

- Medical reception which includes answering phones, faxing, data entry, scanning documents and returning patient calls.
- Greeting patients and assisting with all patient needs including checking in and out for appointments, processing paperwork and assisting with products.
- Retail sales of all supplement products.
- Handling all website online mail orders for products.
- Basic daily office duties include refilling water container, shredding, filing, emptying trash, recycling, etc.
- Attend a weekly networking group meeting on behalf of the clinic.

What the Successful Candidate will have:

- Previous retail or customer service experience. Medical reception is ideal.
- Ability to remain calm in high pressure situations and maintain confidentiality at all times.
- Proficient computer skills including word, excel and savvy on internet functionalities.
- Willing and able to learn new apps and programs quickly.
- Excellent communication and interpersonal skills.
- Positive, pro-active work ethic.

This is an excellent opportunity for someone to grow as a medical receptionist within a small clinic.

Naturopathic Clinic of Issaquah has partnered with All Things HR, an external HR Consulting Company, to assist with their hiring process. If this position looks like a fit for you, submit your resume and cover letter to jobs@allthings-hr.com.