



DENNIS CHIROPRACTIC

Dennis Chiropractic is seeking to hire a receptionist for a start date in early July.

This is a full-time position at 35-40 hours per week.

There is an opportunity to work occasional weekends if desired.

The successful applicant requires:

- A high school diploma
- A friendly and welcoming personality
- Competence in basic computer skills and web applications (Word, G-suit, Gmail, Google drive, scanning & uploading documents)
- Assisting patients with intake forms
- Familiarity with Apple operating systems (Mac, iPad, iPhone).
- Experience with anatomical terminology and/or previous experience in a medical clinic or customer service is an asset.
- Fluency in English (additional languages considered an asset)
- Strong problem-solving abilities

Job duties include:

- Receiving phone calls
- Answering e-mails
- Scanning documents
- Uploading files
- Scheduling appointments
- Sending appointment reminders (most are automated)
- Processing payments (cash and credit/debit)
- Direct billing insurance companies
- Greeting patients
- Directing patients into treatment rooms
- Communicating with the doctor
- Maintaining accurate records and updating patient information

Our pay rate is competitive at \$17-20 per hour, depending on experience.

If you match this job description, we would love to meet you!

Please drop off your resume in person at Dennis Chiropractic - 4929 50th Street, Unit 105, Red Deer, T4N 1X9 during our business hours or email it to us at feelbetter@dennischiropractic.ca

We appreciate all applications, however, only candidates considered will be followed up for an interview.

Thank you for your consideration.

Dennis Chiropractic (formerly the office of Dr. Lyle Smith) has been an established practice for over 55 years in downtown Red Deer.