

Front Desk Medical Receptionist

At **Doral Health & Wellness**, we are proud of our commitment to the Brooklyn, New York community to provide integrated interdisciplinary health services in an innovative medical facility dedicated to the health and well-being of our patients.

We are seeking **Lead Medical Receptionists / Receptionists** to join our team! You will perform clerical and administrative functions in order to drive company success.

Responsibilities:

- Draft correspondences and other formal documents
- Plan and schedule appointments
- Greet and assist onsite patients
- Answer inbound telephone calls
- Develop and implement organized filing systems
- Perform all other office tasks
- Supervise and provide support to the reception team.
- Create an inclusive and diverse working environment for all team members

Qualifications & Experience:

- knowledge in the use of EMR software
- Minimum 3 years experience with eClinicalWorks
- Minimum of 3 years experience in office administration or other related fields
- Ability to prioritize your workload and multitask
- Excellent written and verbal communication skills
- Strong attention to detail
- Strong organizational skills
- Proficient in the use of all Microsoft office packages and EMR software.

Compensation:

- Pay rate: \$17-\$19 / hr, starts at \$22/hour for Lead roles
- Health insurance
- Paid time off
- Holiday Pay
- Dental insurance
- 401(k)
- Vision insurance
- Life insurance
- Disability insurance
- Other