

Dr. Asif I. Khan, MD

We are seeking a dedicated and professional Front Desk Receptionist to join our team. The ideal candidate will be the first point of contact for our clients and visitors, providing exceptional customer service while managing various administrative tasks. This role requires strong organizational skills and the ability to multitask effectively in a fast-paced environment.

Responsibilities

- Greet and welcome visitors in a friendly and professional manner.
- Manage incoming calls, directing them to the appropriate personnel or department.
- Perform data entry tasks accurately and efficiently, ensuring all information is up-to-date.
- Utilize billing system, minimal use
- Maintain filing systems, ensuring documents are organized and easily accessible.
- Assist with clerical duties, including typing, transcription, and basic math calculations as required.
- Support administrative tasks such as scheduling appointments and managing calendars.
- Collaborate with team members to ensure smooth office operations.

Skills

- Proficient in computer skills with a strong understanding of Microsoft Office Suite, and medical billing.
- Strong typing skills with attention to detail for accurate data entry and transcription.
- Previous office experience is essential; clerical experience is a plus.
- Excellent organizational skills to manage multiple tasks efficiently.
- Ability to perform basic math calculations accurately.
- Strong communication skills, both verbal and written, to interact effectively with clients and staff. Join us as a Front Desk Receptionist where you will play a crucial role in creating a welcoming environment while supporting our team's administrative needs!

All resumes can be sent to allergy3040@gmail.com and we will contact them personally and arrange for interviews at the office.