

MEDICAL OFFICE - LEAD SECRETARY- SUFFOLK COUNTY

compensation: **\$35K - \$38K per year**

employment type: **full-time**

We are looking for a motivated, responsible individual to join our speech therapy office in Eastern Suffolk County in a lead secretary / front desk position.

The position is full time.

Our offices are open Monday-Saturday, with weekday hours varying from morning/afternoon to evening, and Saturdays from morning until early/mid afternoon. The schedule depends on the patients scheduled for each day, therefore, all candidates must be very flexible with their schedules.

The position requires a minimum of 2-3 evenings per week and 2 Saturdays per month.

Duties will include, but are not limited to:

* Front desk/reception duties:

Greeting patients

Scheduling and confirming appointments

Maintaining therapist's schedules

Maintaining accurate records

Answering multiple phone lines

Collecting & recording copayments

Coordinating all procedures from intake to authorization

Ordering supplies

Upkeep of the office, therapy rooms and waiting room

Ensuring company policies are adhered to

Extensive communication with patients/parents/caregivers

* Please apply only if you have the following qualifications:

Previous office experience

Meticulous and thorough work ethic

Highly organized

Exceptional time management skills - must be able to manage a wide variety of tasks with complete follow through

Excellent communication skills: face-to-face, over the phone, e-mail, fax

Positive and upbeat attitude

Ability to operate standard office equipment (fax, copier, scanner, etc.)

Accurate data entry

Good internet skills; knowledge of word, excel

Reliable transportation

Flexible schedule

* We Offer:

Health Insurance (medical/dental/vision)

401K Plan

PTO

* Job Specifications (please do not apply if any of these are not feasible for you):
Weekdays/Evenings and Saturdays
Hours: Varied

***Please email your resume to: suffolkspeech@lispeech.com with "Secretary – Lead" in the subject line