

Receptionist and Scheduler Job Description

Senior Benefit Advantage

We are seeking a friendly and organized full-time Receptionist/Scheduler to join our team. We are a small, close-knit office that specializes in Medicare and helping seniors. The Receptionist will be the first point of contact for the office and will be responsible for greeting clients and obtaining information, answering general questions, or directing inquiries and phone calls.

Duties:

- Greet and welcome clients as soon as they arrive at the office
- Obtain medical and insurance information
- Answer all incoming phone calls and direct them appropriately
- Schedule clients for appointments
- File records and other clerical tasks including sorting mail and writing cards

Skills:

- Excellent communication
- Proficient computer knowledge (experience in Microsoft Office/Outlook is preferred)
- Phone skills, including transferring calls
- Willingness to learn
- Organizational skills
- Multitasking and time management skills, with the ability to prioritize tasks
- Friendly customer service attitude and a passion for helping others
- Ability to work as part of a team

Experience:

- Customer service: minimum 1 year
- Familiarity in working with seniors preferred (home health aide, nursing home, etc.)
- Previous work in a doctor's office/billing office preferred

Education:

- High school graduate or GED

Pay:

- Hourly rate (\$12-\$15/hr)

Hours:

- Mon-Fri from 9am-4pm*

**Hours can be flexible should applicants be unable to work certain days/times- please see job application to fill out availability*

Resumes and job applications may be submitted via email to rhonda@seniorbenefitadvantage.com or dropped off at the main desk at our office on 603 S 2nd St in Coshocton, OH 43812

Job applications can be found at www.seniorbenefitadvantage.com under the 'About Us' tab or by visiting the office.