



## FRONT DESK RECEPTIONIST

### **In-Person: Overland Park office**

We are on a mission to change the weight of the world. If you want to be part of a team of people that are passionately dedicated to the field of Obesity Medicine, in a business that is growing like wildfire, look no further. The perfect person for this role must enjoy engaging with people and have some experience working in a medical office or similar type of business. As with all small businesses, the role will likely evolve as the business continues to grow.

### **Primary Duties Include:**

- Organizing and scheduling patient appointments
- Comforting patients by anticipating anxieties and effectively answering questions
- Helping patients understand basic principles of insurance coverage
- Verifying and collecting patient charges and recording transactions
- Processing payments and applying sales tax as appropriate
- Maintaining office inventory by anticipating supply needs

### **General Requirements:**

- Experience working in a customer-facing office, preferably in a healthcare field
- Great verbal and written communication skills
- Excellent time management and organizational skills
- Professional appearance and demeanor
- Must be fully vaccinated against COVID-19

### **Specifics:**

- 40 hours/week: M-F 8-5
- Salary of \$16-\$17/hour
- 401K with employer match (up to 3% of salary) after 1 year of employment
- Paid holidays (Memorial Day, 4th of July, Labor Day, Christmas Day, New Year's Day)
- Employer-sponsored health insurance
- Personalized scrubs provided