



# Job Opportunity

Garcia Chiropractic Health & Spine is looking for a skilled Office/Patient Coordinator to undertake a variety of day-to-day office and clerical tasks including: greets the public, answers the telephone, check in/registers patients, check out/schedule follow up appointments and collects payments. Must maintain accurate and up-to-date patient information, including patient files, records and charts, patient interaction therapies.

You will be an integral part in ensuring that our office operations run smoothly and are successful in supporting other business activities. An excellent office coordinator is, above all, an organized and competent professional with phenomenal communication skills. You will be comfortable dealing with people, interacting with patients and able to carry out administrative duties with accuracy and speed. The goal is to ensure that office operations are efficient to add maximum value to the organization.

## **Responsibilities**

- Follow office workflow procedures to ensure maximum efficiency
- Maintain files and records with effective filing systems
- Support other teams with various administrative tasks (redirecting calls, disseminating correspondence, scheduling meetings etc.)
- Greet and assist patients when they arrive at the office
- Patient scheduling, financial plans and payments
- Perform basic bookkeeping activities and update the accounting system
- Deal with customer complaints or issues
- Monitor office supplies inventory and place orders
- Assist in vendor relationship management

## **Skills**

- Experience in customer service will be a plus
- Knowledge of basic bookkeeping principles and office management systems and procedures
- Excellent communication and interpersonal skills
- Organized with the ability to prioritize and multi-task
- Reliable with patience and professionalism
- Active listening, attention to detail and problem solving preferred.

## **Qualifications:**

- Requires High School Diploma/ GED
- Medical office experience preferred
- Able to reliably commute to our office
- Have a valid driver's license
- Authorized to work in the United States
- Computer skills preferred