Company: Ohio Valley Medical Center
Address: 100 West Main Street Springfield, OH 45502
Position Title: HR & Marketing Assistant-Front Desk
Start Date: As Soon as Possible
End Date: Undetermined
Hours per week: Up to 20 based on availability
Hourly Rate: $8.50
Position Supervisor: Shannan Hammer
Supervisor title: Medical Records Manager
To apply/inquire Email Amanda.martin@ovsurgical.com

| Duties and Responsibilities of position: | 1. Front desk (evening) receptionist duties including: answering phone, greeting patients, organizing charts for the next day, and rounding in the lobby to keep area neat and organized.
2. Medical Records scanning and filing. |
| Qualifications needed for position:     | 1. Excellent communication skills
2. Ability to prioritize and complete tasks in a timely manner
3. Ability to perform multiple tasks simultaneously
4. Ability to perform excellent customer service skills |