

Reception Clerk-Customer Service Rep 1

LAWRENCEVILLE HEALTH CENTER. 455 GRAYSON HWY. STE 300. LAWRENCEVILLE, GA. 30046

The position is open to all qualified applicants

Date posted | April 26th, 2023

Application Deadline | Open Until Filled

Position Number(s) | 00165323

Position type | Unclassified

Salary | \$35,000

Paygrade | J

Job Summary

Under general supervision, candidate will provide front reception desk customer support to clients as they enter the clinic. Candidate must have excellent customer services skills and be able to handle multiple simultaneous tasks. Candidate will need to greet and direct patients; answer patient questions; answer multiple phone lines; operate clinic Qmatic patient intake system; complete intake/data entry into clinic EMR; prepare or assist in preparation of clinic reports; and provide other administrative support needed to maintain overall clinic operations. The candidate must be able to work in a fast paced environment and handle multiple simultaneous tasks. Bilingual is a plus.

Qualifications

Minimum

High school diploma or GED AND Six months of experience handling customer's questions, complaints and/or providing information.

Preferred

Experience and/or knowledge of programs offered by Public Health. Experience working in a customer service role. 1+ years of experience in a reception role. Experience working in a clinical or office setting. Two years of experience using computer information technology such as Microsoft office. Ability to speak Spanish and English preferred. Experience managing and answering multiple phone lines.

Make a difference in the health of your community and get great benefits, too.

Apply today.

1. **Download an application at www.gnrhealth.com.**
2. **Email, fax or mail your completed application:**

Attn: Katie Bowles, Human Resources
GNR Public Health
2570 Riverside Parkway, Lawrenceville, GA 30046
Katie.Bowles@gnrhealth.com or Fax 888-883-5187

Benefits package includes

- 13 paid holidays
- Three weeks annual leave per year
- Three weeks sick leave per year
- Defined benefit retirement plan, life insurance, and payroll deductible health & flexible benefits including dental, vision, long-term care, dependent life, AD&D, and short- and long-term disability
- Medical and child care spending accounts in addition to deferred compensation accounts

GNR Public Health does not accept resumes without a fully completed employment application. Applications must be received no later than 5:00 p.m. on the application closing date. Required education credentials, license, certification and/or registration must be submitted prior to employment. Due to the volume of applications we receive, we are unable to provide information regarding the status of your application over the phone. Application status is not sent to individuals who are not selected for interviews.

An Equal Opportunity Employer. Under Title I of the ADA, we do not discriminate on the basis of disability in our employment practices.

Applicants selected for employment will be subject to the following: Pre-employment Drug & Medical Screening, Fingerprint Criminal Record Investigation, and Reference Checks.