

**General Office Worker (part time)**

Pediatric Medical Supply; Location: Rochester, NY

Healthcare/ Medical. Seeking a part-time General Office Worker for growing healthcare service company. Part time position. There is a minimum of 20 hours to maximum of 30 hours per week. We typically start employees with 5 hours/day Monday – Friday.

**Responsibilities:**

- Answer phone calls and direct calls to appropriate parties or input into software system.
- File and retrieve documents, records, and reports. Assist patients on the phone.
- Input data into cloud based medical records and billing software system.
- Perform general office duties.
- Open, sort, and distribute incoming correspondence, including faxes and email.

**Qualifications:**

- Associates Degree Preferred or work experience in an office setting.
- Strong computer skills.
- Microsoft Office, Word, Excel, Outlook
- Able to follow procedures.
- Experience in medical field helpful but not necessary.

**Additional Qualifications:**

- Excellent on the phone with caring attitude.
- Growth potential with company.
- Must have your own transportation.
- Bilingual a plus.
- Must be able to lift 35 Pounds.

How to Apply: Send cover letter and/or resume to [prcaines@gmail.com](mailto:prcaines@gmail.com)

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