

Western Colorado's PREMIER Dermatology Clinic is growing and looking for a qualified Front Desk Receptionist to join our team. Candidates should possess a high level of energy, the ability to adjust to any pace, excellent phone skills and a high level of customer service knowledge.

To succeed in our busy medical practice, you will need a minimum of 1 year on the job medical office experience combined with strong HIPAA knowledge and EMR experience. Strong vocabulary, spelling, and arithmetic skills are required to be considered for employment.

Send resume and cover letter to: tony@mtwderm.com

Our Company Describes Its Culture as:

- Detail-oriented -- quality and precision-focused
- Outcome-oriented -- results-focused with strong performance culture
- Team-oriented -- cooperative and collaborative

Job Type: Full-time

Salary: From \$17.00 per hour

Benefits:

- Insurance – Health, Dental, & Vision
- Health savings account
- Long Term Disability
- Paid time off
- Sick Leave
- 401(k)
- 401(k) matching
- Profit Share
- Employee discount

Schedule

- 8-hour shift
- Day shift • Monday to Friday

Experience:

- Minimum 1 Year experience in busy medical office with strong customer service skills.
(Required)