

Looking for a vibrant soul who loves to **CONNECT** with people and enjoys the conversations with patients!

We really value **TEAM** at Transform Chiropractic Wellness Center. We are a chiropractic office who specializes in holistic wellness for pediatric and pregnancy patients. We are on a mission to change the health trajectory of our community through Christ and we are looking for someone who wants to help make an impact on the world with us. We want someone who is **ALL IN**.

This is not a job to just clock in and clock out of. We really enjoy the work we do and are looking to grow a small tight knit team. We value taking care of our health, clear communication, growth mindset, having fun (work should be fun, not just work!), positivity, and leaning into hard conversations.

The right individual enjoys being around families, especially kids. Also thrives in a customer service, fast paced environment.

Job Responsibilities:

- Greet and welcome patients
- Answer phone calls, emails, and texts
- Schedule appointments and maintain the appointment calendar
- Maintain patient records and update as necessary
- Assist with administrative tasks such as filing, faxing, and scanning documents
- Provide excellent customer service to ensure patient satisfaction
- Handle patient inquiries and resolve any issues or concerns
- Collaborate with other staff members to ensure smooth operations of the front desk

- Handle financial conversations

- Hold babies and play with kids! This is a fun position with lots of baby holding :)

Requirements:

- Open minded

- Enjoys being part of a team environment

- Creative individual who enjoys problem solving

To be considered please respond to this listing with a **cover letter**, resume, and be sure to include in the cover letter your why you think you'd be a good fit for the position. Paid training will be provided! Experience is helpful but not needed.