



MEDICAL FRONT OFFICE

A private Hearing Healthcare practice in Poulsbo is looking for an energetic and motivated individual to manage the front office and represent our practice with professionalism.

Position Qualifications:

- High School Diploma is required, Associates degree preferred
- 2 years front office experience, preferably in a medical setting.
- Sales experience highly encouraged.
- Must be computer literate in all Microsoft Office programs.
- Must be able to work well independently and be detailed-oriented
- Ability to handle heavy phone work and provide top-notch service.
- Strong organizational skills.
- Excellent communication skills.

We provide a competitive salary of \$14 - \$16 per hour and a monthly bonus structure. The work schedule is from 9am-5pm Monday through Friday. Send your resume to: klohrey@ahaanet.com as an attachment. Put Front Office Person in the subject line.