

## Chiropractic Assistant – Fairlawn:

**Who We Are:** We are a local chiropractic group with multiple clinic locations throughout the Roanoke and New River Valley. We are searching for those interested in the health and wellness profession, and who want to serve others. This is a great work environment and a great team to work with! The successful candidate must possess great people skills, be a team player, and have the ability to stand/work for several hours on your feet.

**Compensation & Benefits:** Hourly rate of pay is \$12.00- \$13.00/hour with full benefits package. There is a generous bonus program available for our team. Additional benefits include health, dental, vision, retirement, and paid vacation time, and paid holidays. We also offer courtesy chiropractic care for all of our employees and their families.

### Job Requirements & Qualifications:

- Excellent customer service skills required for front desk
- Detail oriented; proficient with admin duties
- Greeting and scheduling patients
- Collecting payments/handling complaints/ concerns
- Good computer skills (some EMR data entry required)
- Assist doctor w/ patient care or various admin needs

### Other Preferred Attributes:

- High energy with positive attitude
- Attention to Detail
- Loves working with people and serving others
- Has an interest in health and wellness field
- Team player with flexible demeanor

**SCHEDULE:** Hours of operation are M-F; 8:00 am- 6:00 pm on full days. No Weekends or Nights.