

Part Time Back Office Assistant (Milwaukie)

Compensation: \$12.00/hr.

Part time back office assistant is needed for Naturopathic physician's office in the Milwaukie area. Approximately 32 hours per week, Monday and Wednesday, 9:30 am – 6:00 pm, and Tuesday and Thursday, 9:30 am – 5:00 pm, with some flexibility in schedule to cover for vacations, etc. We are looking for someone who is dependable, organized and has great attention for details. Our office is a smoke-free and fragrance-free environment, and we have a dress code: no visible piercing or tattoos, well-groomed and appropriate attire for a conservative medical office.

NOTE: No previous medical or healthcare experience is needed for this job. The sincere desire to do good quality work is very important to us.

*** NO HEALTH BENEFITS OFFERED ***

REQUIREMENTS:

- Two years general office/clerical experience
- High school diploma or GED
- 18 years or older
- General computer skills (will train on our system)
- Typing skills – 50 wpm
- Must be able to stand for 5-6 hours out of the day
- Must be able to go up and down stairs several times a day
- Must be able to lift 30 lbs.
- Valid Oregon driver's license (for occasional errands)

JOB DUTIES:

- Take vital signs
- Collect hair samples
- Allergy testing (requires sitting for at least two hours)
- Keep chart notes
- Run errands
- Light housekeeping and cleaning
- Inventory and stocking
- Other related medical dispensary tasks

Please e-mail cover letter and resume to "Attn: Back Office Assistant Position" at apply2us@comcast.net; or FAX to 503-654-5829.