

Schedule Coordinator (Arlington)



Location

Texas

<https://www.genclassifieds.com/x-702489-z>

Local office is looking for an organized, professional person to be the center of all patient communication. Desired skills:

- a. Working knowledge and experience in office atmosphere.
- b. Knowledge of filing and record keeping.
- c. Working knowledge and experience using Microsoft Office software.
- d. Well organized.
- e. Ability to establish and maintain effective working relationships. f. Ability to communicate clearly both orally and in writing.
- g. Neat, legible handwriting and accurate note taking.

Full-time and part time positions (M-F, hours may vary). Please send resume and contact information

Please reply with resume and contact information.



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