

Position: Patient Coordinator

About us

We are a fun team from all different backgrounds. We strive for excellence. We work very hard, but we also play hard. Our team is our family.

We are looking for a Spanish speaker who is energetic and experienced to serve as a patient coordinator in our orthodontic practice. Must have at least 2 years of experience as team leader in an administrative or call center environment. Sales background is a plus. Strong preferences are given to candidates with experience in a medical or dental office. You must be able to handle customer service, patient billing, insurance verification, scheduling, treatment coordinating and patient coordinating. Hours are Monday through Friday, 8:30 am to 4:30 pm.

The right candidate will have the following attributes:

*Must have reliable transportation

- Minimum associates degree (2-year degree)
- Exceptional customer service skills
- Must be organized
- Strong experience in admin functions
- Excellent verbal and written communication skills
- Friendly and Energy who likes to work
- Team-oriented
- Self-motivated personality
- Ability to multi-task
- Computer and technology proficiency
- Detail oriented
- Solution seeker
- Speak English and Spanish proficiently

- Job Type: Full-time
- Schedule: 8-hour shift/Monday to Friday
- Supplemental pay types: Bonus Pay
- Education: Associate (Required)

Experience:

- Customer service: 2 years (Required)
- Sales: 1 year (Preferred)

Language: Spanish (Preferred)

Please Email Resume to hr@smilesbyhudson.com