

Position: Spanish Speaking Call Center Administrative Assistant

About the Position

Looking for a part time, 3 days a week. Spanish/English speaker who is energetic and experienced to serve as an administrative support in our office. Strong preference given to candidates with experience in a medical or dental office. Able to handle customer service, patient billing issues, scheduling issues, and make phone calls. 8:30-4:30.

The right candidate will possess the following attributes:

- Exceptional customer service skills and people skills
- Must be organized
- Strong experience in admin functions and good with numbers
- Excellent verbal and written communication skills
- Friendly
- Team-oriented
- Self-motivated personality
- Ability to multi-task
- Computer and technology proficiency
- Organized and detail oriented
- Speak English and Spanish proficiently

Job Type: Part-time

Schedule:

- 8-hour shift
- Day shift
- Monday to Friday

Supplemental pay types: Bonus Pay

Work Location: Hudson Orthodontics

Please Email Resume to hr@smilesbyhudson.com