

Mott Women Healthcare PLLC

128 Mott Street Suite 501

New York, NY 10013

Tel 212-587-8838

Hiring Position Full-Time/Part-Time: Medical Receptionist

We are looking for a motivated and detail-oriented individual to join our practice located in Manhattan, New York.

Schedule: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday from 10:00 AM – 6:00PM.

Pay: \$16- \$21/ hour

Job Description: Candidates must be comfortable answering phones and working on a computer for front office tasks such as scheduling, data entry, etc. We will provide hands-on training with medical scheduling software and related skills. Requirements: Strong verbal and written English skills and Cantonese or Mandarin verbal proficiency are required. If you are interested, email us at mottobgynhealthcare@gmail.com