

## **Medical Receptionist**

Tong PLLC is seeking to hire a full-time and part-time Medical Receptionist.

They are looking for a motivated and detail-oriented individual to join our team at a small medical practice in lower Manhattan.

### **Schedule:**

Monday, Tuesday, Wednesday, and Friday from 10 am - 6 pm. Saturday from 9 am – 4 pm.

### **Pay:**

\$16- \$20/ 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.