

# FRONT DESK ASSISTANT – CHIROPRACTIC OFFICE (CA)

Tired Of Feeling Miserable At Work? Do You Feel Unappreciated Or Lost In A Large Company? This Is A Nice Place To Work With A Great Culture And Feel.

Please Read On If You're The Type Of Person Who Sees What Needs To Be Done And Likes To Jump In To Help A Neighbor Without Being Asked.



Immediate full-time opening. Vidan Family Chiropractic (Clayton, MO), an established and growing Chiropractic Office is now accepting applications for a **friendly, genuine,** and **caring** individual to join our team. You will be working with an **easy-going, helpful,** and **supportive** group of people.

Our Front Desk Assistant is a critical part of our business. They are the **glue that holds us together** and the **pleasant, welcoming face of our practice.** It's important that the person we choose will be a "fit" with our commitments and shared values. If you or someone you know would like a **harmonious workplace, work-life balance,** and **loves helping others,** please read on or share this.

## ABOUT OUR COMPANY:

Since 2004, Vidan Family Chiropractic has helped the community with chiropractic and wellness services. Our clients range from newborn to 94 years old and span all economic and social types. We help people who are hurting and want to get better and provide support to people who want to live a healthy lifestyle. Our customers love our great service, that we know them by name, and they are not merely a number to us. We understand our clients aren't patients, they are people, and we treat them with care. We have a small staff with a family feel and want our family to grow.

## KEY RESPONSIBILITIES:

- **Patient Interaction**  
Greet all patients with enthusiasm, schedule appointments and follow-up, answer the phone in a friendly, helpful manner
- **Administrative**  
Manage patient & doctors' schedules, direct patient flow, manage office inventory, update patient payment information, collect payments at end of service, work with insurance programs
- **Light Chiropractic Therapies** (training provided)  
Assist doctors with minor therapies, x-rays, etc.

## PERSONAL ATTRIBUTES AND SKILLS NEEDED FOR SUCCESS:

- **Customer Relations** – conveys your sincere interest in others
- **Follow Up** – loves being thorough and following through
- **People Oriented** – Enjoys frequent Interaction with others, working with a wide range of people, and can deal with multiple interruptions while maintaining a friendly interface with others.
- **Diplomatic & Empathetic** – understands and cares about others, handles sensitive issues with tact in a productive way
- **Flexible** – enjoys working on a variety of known tasks which sometimes change
- **Strong Self-Management** – great at managing time and priorities
- **Personal Effectiveness** – takes initiative and responsibility for getting things done and being accountable for your results
- **Excellent, Positive Communication** – enjoys talking with new people, capable of short but meaningful conversations
- **Teamwork** – enjoys supporting and being supported by others, works best in a collaborative environment

## REQUIREMENTS:

- High school graduate. Some college is preferred, but not required
- Comfortable answering business telephones in a helpful manner
- Familiar with computers and MS Office products
- Reasonable typing skills and strong, professional writing ability
- Able to pass a drug screening and background check
- Willing to discuss amount due with patients and collect payment
- Experienced with, or willing to learn minor Chiropractic therapies, which requires touching others
- Experienced with, or willing to learn to work with health insurance information and companies
- Personal or business experience with Chiropractic care will be helpful, but not required. Must have a passion for healthy living!

## SCHEDULE:

- 9:30 – 6:30 Monday-Thursday with 1-hour lunch break
- Fridays - 9:30 start with opportunities for end-time flexibility

## COMPENSATION:

- \$11.00 - \$12.00 per hour to start depending on experience
- Free Chiropractic care provided to employee and immediate family (spouse, children)
- Paid time off – 1 week after 1 year
- Retirement plan with generous company contributions after 3 years
- Occasional rewards and fun outings with coworkers

## TO APPLY:

To arrange a **confidential** interview, send your resume along with a **cover letter** explaining what you find interesting about this position to: [cheri@drvidan.com](mailto:cheri@drvidan.com). All resumes with cover letters will be personally reviewed by a manager who cares. Visit our web site: [www.drvidan.com](http://www.drvidan.com)