

Madison Heights Chiropractic Center

Job Code Number

5008430

Job Description

Answering phones, scheduling appointments, data entry, record keeping, occasionally assisting the doctors

Requirements:

Must have basic computer knowledge, ability to multitask, and customer service skills

Hours: Part time, 24-30 hours/week please apply via email

How to Apply

Apply by email to madhgttschiro@aol.com

Organization

Madison Heights Chiropractic Center

Website

<http://madisonheightschiropracticcenter.com>

Location

Madison Heights, Michigan 48071

Job Code Number

5008430

Positions Available

1

Expiration Date

6/13/2014

Career Category

- Business Operations & Administration

Career Type

- Secretarial

Salary

\$10.00

Education Level

High School/GED

Job Level

Entry Level

Experienced (Non-Manager)

Job Characteristics

- Part-time