



TRANSFORM
YOUR HEALTH

WE ARE HIRING!

WANTED:
FRONT OFFICE HEALTHCARE MANAGER

At Transform Your Health, we provide alternative therapies that empower you to manage chronic diseases while fostering overall wellness and vitality. By harmonizing Eastern and Western medicine, we offer a holistic approach to healthcare. Our mission is to inspire and educate you to overcome personal limitations and reach your highest potential for optimal health.

QUALIFICATIONS

- Previous experience in a medical office or hospital setting is preferred.
- Strong organizational skills with attention to detail in managing multiple tasks simultaneously.
- Excellent verbal and written communication skills are required.
- Ability to build rapport with patients.
- Strong problem solving and critical thinking skills.

RESPONSIBILITIES

- Greet patients and visitors warmly as they arrive at the office.
- Manage phone systems effectively, answering calls promptly and handling requests per office procedure.
- Schedule patient appointments and manage the calendar efficiently to optimize clinic operations.
- Handle administrative duties such as filing, data entry, and maintaining organized records.
- Collaborate with healthcare providers and staff to facilitate effective communication within the office.

Send your CV to:

✉ TransformingYourHealth2017@gmail.com

For more information, visit our web at

🌐 www.DrErikaBradshaw.com