



Mental Health Care for Families with Young Children

## **Medical Receptionist**

The Children's Center in Kearns is seeking an enthusiastic and outgoing individual to become a long-term member of our team! We are looking for someone with a professional yet friendly personality.

Primary duties will include routine clerical tasks such as answering the telephone, greeting clients and visitors, updating and verifying patient information and maintaining client medical records and charts.

**Excellent communication skills and fluency in Spanish are necessary**, telephone and computer skills are required. Requires skill in computer entry and retrieval with word processing at 50 wpm. Must have experience in Excel and Word and have a working knowledge of basic machines such as fax machine, copies, printers, etc.

Must be detailed oriented, self starter, highly motivated, hard working, able to multi-task and handle multiple tasks simultaneously and willing to perform additional duties as asked.

Ability to meet deadlines while under pressure and the ability to work independently are a must.

**Must have at least two years previous job related experience with demonstrated competence.** Prior experience working in a medical office is preferred.

Full-time 40 hours per week. 8:00 am to 5:00 pm Monday thru Friday. Excellent salary and benefit package including 401K. \$21,382.00 per year entry level salary.

This is a non-profit organization.

Fax resume to Sharon at 801-966-4289 or e-mail to [sblackburn@tccslc.org](mailto:sblackburn@tccslc.org).

August 23, 2010