



https://lifecorehealthgroup.com/?post_type=jobs&p=6637

County Office Coordinator

Description

- Provide excellent customer service
- Exhibit excellent telephone skills
- Perform necessary appointment activities as pertinent to county office processes
- Exercise fiscal responsibility and management for purposes of county office operations
- Assist in the provision of a safe work environment
- Exhibit a working knowledge of EMR processes as pertinent to county office operations.
- Other duties as assigned

Qualifications

- High School Diploma or equivalent (GED)
- One year office experience including phones, typing, computer skills or an equivalent combination of educational experience from comparable job knowledge

Job Benefits

- PTO for personal needs and sick leave
- Military leave
- Health Savings Account
- Health Insurance
- Life Insurance
- PERS Retirement
- Ten Paid Holidays
- Voluntary Supplemental Policies
- ETC.

Hiring organization

Lifecore Health Group

Employment Type

Full-time

Date posted

March 27, 2024