

Receptionist/Administrative Support

Medical Weight Loss Clinic has an opening for a Receptionist, who will also provide administrative support, at our corporate office in Southfield (Northwestern and 9 1/2 Mile).

Schedule: This is a Full Time position, Monday-Friday, 8:45-5:00.

Rate of Pay & Benefits: This position starts at \$11.00 per hour and includes 100% company-paid medical, dental and vision insurance!

Position Summary

This position is the initial point of contact for greeting visitors and answering all incoming calls to the corporate office. Will also provide general administrative support, including preparing letters and mailings, responding to patients through our Virtual clinic, data entry and compiling spreadsheets. Responsible for the general upkeep of the reception and conference areas.

Requirements

- Excellent verbal and written communication skills, including the ability to compose letters and other written materials that are professional and grammatically correct. Professional demeanor and excellent customer service skills.
- Strong computer skills, including Word, Outlook, Excel, Internet navigation; proficiency with spreadsheets.
- Ability to answer multi-line phones and forward calls to the appropriate personnel at the corporate office or to one of our 32 clinic locations.
- Must have demonstrated experience in a similar position; stable work history.
- Ability to appropriately handle confidential information.

To Apply: Qualified applicants should submit their resume via Email: jobs@mwlc.com or Fax: 248-355-0475.