



## **Scheduling Center Receptionist**

The Scheduling Center Receptionists offer excellent customer service while scheduling appointments on the phone for all eight of our clinics.

Qualifying candidates must have the ability to travel to all of our clinics located on the Eastside. The position is full-time and includes some weekends and holidays.

### **Responsibilities include but are not limited to:**

- Answer phones and schedule appointments in our practice management system
- Must be familiar with medical terminology
- Must have excellent computer skills
- Must have excellent customer service skills

Competitive pay and great benefits. Please send resume to [Resumes@allegropediatrics.com](mailto:Resumes@allegropediatrics.com) or fax to 425-460-5625.