



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
- Applicants must be willing to travel to all eight clinics, if necessary.
- Applicants must be available to work on weekend and holiday rotations.

Competitive pay and great benefits. Please send resume to Resumes@allegropediatrics.com or fax to 425-460-5625.