



Medical Assistant, Call Center - Fulltime

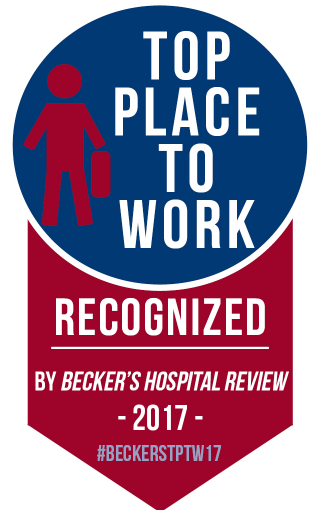
Company: Connally Memorial Medical Center

Location: Floresville, TX 78114

Category: Call Center

Posted: June, 1, 2018

Deadline: Open until filled



Summary: Operates PBX or multiline telephone system to answer incoming calls and directs callers to appropriate personnel by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Retrieves messages from voice mail and forwards to appropriate personnel.
- Answers incoming telephone calls, determines purpose of callers, and forwards calls to appropriate personnel or department.
- Takes and delivers messages or transfers calls to voice mail when appropriate personnel are unavailable.
- Answers questions about organization and provides callers with address, directions, and other information.
- Welcomes on-site visitors, determines nature of business, and announces visitors to appropriate personnel.
- Monitors visitor access and issues passes when required.
- Updates appointment calendars.
- Receives, sorts, and routes mail, and maintains and routes publications.
- Maintains fax machines, assists users, sends faxes, and retrieves and routes incoming faxes.
- Takes payments for services and products.
- Prepares travel vouchers.
- Orders, receives, and maintains office supplies.
- Creates and prints fax cover sheets, memos, correspondence, reports, and other documents when necessary.
- Performs other clerical duties as needed, such as filing, photocopying, and collating.

Education and/or Experience:

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Other Skills and Abilities:

Ability to speak fluent Spanish preferred

Interested candidates should email us at hr@connallymmc.org, and request an application be sent to you, or apply online at www.connallymmc.org, and click on Find a Job.