

**Celebrating 50 years and growing in the right direction!**

**Front Office Representative and Administrator  
35 hours/Non-Exempt**

Harmonia Collaborative Care is a growing Human Services Organization with a vision of empowering individuals to be healthy and fulfilled. This is a great opportunity for someone seeking a diversified position in a fast-paced office.

**A great front office representative / administrator makes all the difference in creating a welcoming atmosphere for our clients and patients.**

**Required:**

* **Proficient in Microsoft Office Suite**
* **Ability to multi-task**
* **Ability to organize and prioritize workload**
* **Use multi-line phone system**
* **Ability to deal with questions and concerns in a polite and timely manner**
* **Professional demeanor and appearance**

**Duties Include:**

* **Receiving patients and clients**
* **Collecting copays**
* **Entering charges**
* **Filing**
* **Making patient appointments**
* **Other administrative duties as assigned**

**Our friendly staff and relaxing, natural environment create an inviting atmosphere in which to work. Harmonia offers a competitive compensation and benefits package.**

**Please send cover letter and resume to** [**bEagan@harmonia-care.org**](mailto:bEagan@harmonia-care.org)

**Harmonia Collaborative Care is an Equal Opportunity Employer**

Filename: Job Ad Front Desk