

POSITION ANNOUNCEMENT

POSITION TITLE: Clinic Receptionist

DEPARTMENT: Campus Clinic

WORK SCHEDULE: 12 month position

**KNOWLEDGE/
SKILLS REQUIRED:** A. A. Degree preferred

**Basic computer skills:
Microsoft Word, Excel, Outlook and internet**

Typing at least 30WPM

Ability to work with the public under trying circumstances.

Proficiency in routine office skills

Possess good organizational skills and ability to multi task

Excellent interpersonal and telephone skills

**DUTIES/
RESPONSIBILITIES:** Greet patients immediately upon arrival and direct to sign in sheet

Assist patients with necessary paperwork

Create or pull patients chart

Organize and file patient's information

Monitor office supplies and order as needed

Enter patient information into computer

**Must be able to lift and carry 20lbs.
Post payments and prepare bank deposits**

Other duties will be assigned

All qualified candidates must submit a completed Jones application for employment which is available online at www.jcjc.edu, a cover letter, current resume and copies of transcripts of all college work completed and contact information for 3 professional references to:

Christy Hilbun, Human Resources Manager
Jones County Junior College
900 South Court Street
Ellisville, Ms 39437

Phone: (601) 477-4058
Fax: (601) 477-4017
christy.hilbun@jcjc.edu

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