

CHIROPRACTIC ASSISTANT WANTED

(no experience necessary)

Atlantis Brain & Chiropractic Center
2194 Hwy. A1A, Suite 308
Indian Harbour Beach, FL 32937
www.DrDavidSanders.com

Overview

The Chiropractic Assistant is responsible for assisting Dr. David Sanders with his calling of serving people with the gift of chiropractic neurology.

Hours and compensation

- Part-Time (14 hours per week)
 - Monday: 2:15 p.m - 5:45 p.m.
 - Tuesday: 8:15 a.m. - 11:45 a.m.
 - Thursday: 2:15 p.m - 5:45 p.m.
 - Friday: 2:15 p.m - 5:45 p.m.
- Salary to be paid bi-weekly
- Paid holidays and paid personal days
- Free chiropractic neurological care

Responsibilities

- Open and prepare clinic for patients
- Respond to emails, telephone calls, voice mails, and correspondence
- Schedule/reschedule patients
- Clean office - trash, sweep, vacuum, windows, bathroom, and dust
- Utilize practice softwares
- Organize, stock, and order necessary supplies for the clinic
- Collect and post payments
- Call missed appointments
- Assist with new patient exams, treatments, re-exams, and report of findings
- Filing as necessary
- Close clinic

Requirements

- Must have a teachable attitude
- Must be attentive to detail
- Must have a warm, friendly personality
- Must be willing to love and serve each patient

If interested, send email to AtlantisBrainChiro@gmail.com with cover letter and resume.