

Call Center Receptionist

Pediatric Healthcare Associates is seeking a part-time Call Center Receptionist to join our team. We're looking for someone who has excellent customer service skills, is a team player, and has a strong work ethic. The Call Center staff is primarily responsible for handling patient calls and scheduling appointments, as well as other duties as assigned.

This position is for the afternoon (1:30 p.m. to 5:30 p.m.) shift and requires working one weekend morning (8:25 a.m. to 12:30 a.m.) every other week. Part-time 12-20 hours/week.

Qualifications:

- Previous customer service experience (preferably in a call center).
- High school degree or equivalent
- Strong oral and written communication skills, with an emphasis on phone skills
- Ability to work as a team in a fast-paced environment
- Ability to multitask and prioritize work responsibilities
- Experience in a healthcare setting with computer skills is preferred

How to Apply:

Qualified applicants should forward a resume with cover letter to careers@phagroup.com. Please include "Call Center Receptionist" in the subject line of your email.

Pediatric Healthcare Associates is an equal employment opportunity employer. If you are unable to access or use this online application process and need an alternative method for applying, you may contact human resources for assistance at careers@phagroup.com.