

- ✓ Require intermediate knowledge of computer software: Microsoft Word, Excel
- ✓ Require knowledge of patient scheduling software (EMR a plus)
- ✓ Ability to travel between both sites as well as attend other off site activities/events as required
- ✓ Excellent understanding of customer service as related to a medical service delivery
- ✓ Able to work effectively in a team environment
- ✓ Able to work in an occasionally noisy environment

If you are qualified and interested in this position please submit your resume to jwoodard@hofhc.org.