



health quarters

changing lives through sexuality education and health care

Position Vacancy – Please Post

Bilingual Medical Office Front Desk Assistant Lawrence Office

Part-time, Temporary Position (February – June 2010)

Health Quarters, a non-profit reproductive health and education organization seeks a ***Bilingual Medical Office Front Desk Assistant*** with good interpersonal skills and the ability to interact with a diverse population. Competitive salary.

AA/EOE

Responsibilities:

- Patient reception/ registration & Appointment scheduling
- Telephone & voice mail coverage
- General clerical support & filing
- Front desk billing
- Medical records maintenance

Qualifications:

- HS Degree plus 2 yrs medical office experience
- Demonstrated proficiency in a computerized office environment
- Practice management software experience a plus
- Well-developed organizational skills.
- Fluency in Spanish

Send inquiry/resume to:
Health Quarters
101 Amesbury Street, Suite 202
Lawrence, MA 01915
FAX: 978-681-5387

DianeW@healthq.org