

MOUNTAIN HOME HEALTH CARE, INC.
P.O. BOX 2566, TAOS, NM 87571
630 PASEO DEL PUEBLO SUR, STE 180, TAOS, NM 87571
(575) 758-4786

JOB DESCRIPTION: FRONT OFFICE ASSISTANT

POSITION SUMMARY

Provide assistance to the staff at MHHC
Reports to: Human Resource Director

QUALIFICATIONS

1. High school graduate or equivalent.
2. Knowledge of medical terminology or a general medical background desirable.
3. Excellent telephone, communication, interpersonal, and documentation skills.
4. Computer literate or willing to be trained on a personal computer.
5. Speak, read, write, and comprehend English. Spanish speaking desirable.
6. Time management, organizational skills, and ability to function with minimal direction.
7. Three years of experience in office related functions

ESSENTIAL FUNCTIONS/AREAS OF ACCOUNTABILITY

1. Receive incoming correspondence and directing to correct personnel.
2. Account administration of phone system, and company e-mail system. This includes: updates to phone list, set-up of new e-mail accounts, issuance of cell phone.
3. Maintain office equipment functionality, including; postage machine, copy machine, and fax machine. Order supplies when necessary, as well as scheduling maintenance of machines if needed.

4. Phone duties, which include, but are not limited to: answering phones and directing to the right individual, occasionally taking calls for staff, putting on-call and taking off the call-forwarding service, tracking updates to on-call personnel, taking phone messages and routing to correct personnel, and assisting callers with questions.
5. Updating and tracking office calendar, alerting staff when other staff members are out of the office.
6. Opening and closing duties.
7. Assisting staff with various functions which may include: ordering lunches, faxing duties, taking meeting minutes, copies, event planning, etc...
8. Greeting patrons and providing accurate information.
9. Maintaining tidiness of the office.
10. Other duties as assigned.

PHYSICAL/ENVIRONMENTAL DEMANDS

See ADA Requirements.