



Part-Time Receptionist

We are searching for a reliable and friendly part-time employee to join our busy pediatric clinic. If you enjoy working in a fast-paced environment and are passionate about providing excellent care to children, we want to hear from you!

Job Details:

- **Position:**

Part-Time Receptionist

- **Schedule:**

Monday, Tuesday, and Wednesday from **3:00 PM to 8:00 PM** with the possibility of additional hours based on the clinic's needs.

- **Responsibilities:**

Assist with patient intake, scheduling, general administrative tasks, answering phones, and supporting the pediatric team.

Qualifications:

- Experience in customer service or healthcare is a plus but not required.
- Strong communication skills and a friendly, compassionate attitude.
- Ability to multitask and stay organized in a busy environment.
- Be available to work afternoons and evenings.

If you're interested in making a difference in the lives of children and families, we'd love to have you on our team!

How to Apply:

Please apply online at www.ThePediatricCenter.com/Careers or in person at any of our locations. You can email your resume to: amoss@thepediatriccenter.com