



ProFlex Physical Therapy is seeking a dynamic, self-motivated, customer-oriented candidate to be part of the ProFlex front desk team. Ability to multi-task is essential. Excellent communication skills are a must. All applicants must be able to effectively interact with patients and staff in a pleasant, respectful manner. Applicants will possess the following characteristics:

- Friendly, positive attitude
- Excellent customer service skills, including phone etiquette
- Good listening skills
- Team player
- EMR experience
- Effective time management skills
- Organized
- Task oriented
- 2+ years front desk experience in healthcare field is preferred
- High School Degree or equivalent

Serious inquiries should be sent to: [hire@proflext.com](mailto:hire@proflext.com) attention Amanda Russell, Human Resources Manager.