Medical (Podiatry) Office Assistant
Location: 21297 Foothill Blvd #202 Hayward CA 94541
Schedule: Daily (Mon-Fri) with somewhat variable hours
Salary will be based on ability and experience

This job is an opportunity for someone who is interested in the medical field, or office work or administration. This office has patients ranging from infants to seniors.

Duties:
✓ Working with patients as a receptionist, answering phones, making appointments, handling the front desk, computer input.
✓ These is some light cleaning.
✓ Good interpersonal skills are a plus preferable a Bilingual English and Spanish candidate.
✓ Candidates must be comfortable working with patients of different ages and backgrounds.

Please email your resume to cookcilliers@gmail.com