



Posting **Front Desk**

We are seeking a relational, organized person who would be responsible for providing support to the receptionist and clinic. Answering phones, greeting patients/visitor's, patient check in/out, and patient financial review. Successful applicants must have basic computer proficiency and excellent communication and interpersonal skills. Applicants must be bi-lingual in English/Spanish and should be able to work independently on tasks and projects assigned and enjoy working with diverse stakeholders. The position reports to the Office Manager/Executive Assistant

This is a full-time position, 40 hours per week. Hours are generally 8-5 Monday through Friday and the schedule is determined with the supervisor.

Qualifications for the position include bi-lingual (English/Spanish). High School diploma or GED; Experience in an office with a multicultural setting preferred.

Exalta Health is located in the Burton Heights area of Grand Rapids and provides medical and dental services to the underserved. Exalta Health is a Christian non-profit that provides medical and dental services to low income families in Grand Rapids.

Please send cover letter, resume, and three references to thoekstra@exaltahealth.org.
Deadline for applications is 12/31/21