

Diabetes and Endocrine Medical Office PLLC
4 Nancy Court, Wappingers Falls, NY 12590
845-896-0008

Job Opening(s)

Our office is seeking a Part-Time Office Assistant.

Responsible for assisting the Office Manager with keeping the office supplied and organized. This will include lots of clerical support such as organizing and filing charts, handling busy incoming calls, scheduling appointments, and receiving patients.

Hours Needed: Minimum 12-15 hrs a week
The office is open M,Th 9am-5pm and W 10am-6pm

Salary ranges \$14-\$15/hr

Forward resumes to demedicaloffice@gmail.com
Rasheena Wilson, Office Manager