

Join our Team as a Receptionist at Dr. Patricia Teal Cosmetic Laser and Aesthetics - A Leader in Medical Aesthetics!

Are you passionate about providing exceptional customer service in a dynamic and innovative environment? We are looking for a friendly and organized Receptionist to be the first point of contact for our clients seeking top-tier medical aesthetic services.

**** Key Responsibilities:****

- Greet and assist clients with a warm and welcoming attitude
- Manage appointment scheduling and maintain the front desk area
- Handle phone calls and inquiries with professionalism and efficiency
- Maintain patient records and ensure accurate data entry in our computerized system
- Process payments and handle billing inquiries
- Assist in maintaining a clean and organized clinic environment

****Qualifications:****

- Previous experience in a receptionist or administrative role, preferably in the medical or aesthetic role
- Strong computer skills and familiarity with scheduling software
- Excellent communication and interpersonal skills
- Ability to multitask and prioritize in a fast-paced environment
- A positive, professional demeanor and a passion for aesthetics

****Why Join Us?***

Competitive Salary

Opportunities for career growth and development

A supportive and friendly work environment

Be part of a cutting-edge industry focused on enhancing client well-being

If you're ready to take the next step in your career and make a difference in the lives of our clients, we want to hear from you! Please send your resume and a brief cover letter to info@tealcosmeticlaser.com

We are an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.