

SUNY ORANGE - CAREER SERVICES JOB ORDER: #7-0019      [ x] Part-time  
[ ] Full-time

IMPORTANT NOTICE: SUNY ORANGE Career Services Office DOES NOT screen Jobs and/or Employers. Any arrangements that you (the student) make are solely the responsibility between you and the employer.

OPENING DATE: 1/8/07

DURATION: Permanent

FIRM NAME: Dr. S.J. Sohn

MAILING ADDRESS: Goshen, NY

TELEPHONE #: (845) 294-7833

JOB TITLE: MEDICAL OFFICE RECEPTIONIST

JOB LOCATION: Goshen, NY

HOURS of WORK: approximately 17 hours

EDUCATION: Minimum - High school diploma

SALARY: Competitive

# OF OPENINGS: 1

MAJOR REQUIRED: None specified

REQUIREMENTS/ Good phone techniques, good people skills, organizational skills

EXPERIENCE: Previous experience is not required - will train

JOB SUMMARY: Answer telephones, schedule appointments and submit claims

RESUME REQUIRED: YES

CATEGORY: OFFICE TECH

TO APPLY: Please MAIL your resume to: Dr. S.J. Sohn, P.O. Box 605, Goshen, NY 10924