



*14 Manchester Square, Suite 290
Portsmouth, NH 03801
Tel: 603-766-8500*

Physician-owned medical practice offering excellent patient care is looking for individuals who are positive, dependable and organized with exceptional office and clinical skills.

Candidates must have strong communication and interpersonal skills, possess the ability to multitask while being a team player, and consistently maintain a professional attitude.

Responsibilities include checking in patients, answering and directing phone calls and all other aspects of a medical office front desk.

There is also an opportunity to assist as a Medical Assistant. Duties include preparing for procedures, assisting the doctor and cleaning-up .

No formal training necessary. Experience with medical office and EHR/EMR helpful.

Salary: From \$17.00 per hour

Benefits:

- Health insurance
- Dental insurance
- Vision Insurance
- Life insurance
- 401 (k)
- Uniform allowance
- Paid time off
- No weekend shifts/Every other Friday Off

If interested please email Kathleen at kholden@americanpain.org