

**Administrative Assistant
Nutrition Coaching, LLC**

Days/Hours: Tuesdays and Fridays, 8-4:30

Responsibilities include:

- Scheduling patient appointments
- Answering the phone and explaining how appointments work
- Checking in patients and preparing their charts
- Filing medical insurance claims online
- General office filing, copying, faxing
- Bookkeeping to include creating and sending invoices

Experience: Preferred candidate has experience working either in a medical office or as an administrative assistant. Excellent organizational, communication, and customer service skills needed.

Environment is a generally quiet health care office in North Arlington. This is a permanent part time position starting beginning of June.

Please contact Lise at mynutritioncoach@yahoo.com or 703-516-4973 if interested.