

LAS CLINICAS DEL NORTE

P.O. BOX 237

EL RITO, NM 87530

Telephone No. (505) 581-4728 Fax No. (505) 581-0030

MEMORANDUM

TO: The Public

FROM: Debbie Manzanares

SUBJECT: Job Posting

DATE: January 18, 2021

POSITION OPEN: Cashier/Receptionist

Las Clinicas Del Norte is accepting applications for Cashier/Receptionist. Cashier Receptionist, is responsible for ensuring the financial viability of Las Clinicas Del Norte by collecting payments, ensuring the accuracy of patient billing information, initiating billing activities, and assisting in scheduling patients; is also responsible for projecting a positive first impression of the organization, by communicating effectively with the general public and co-workers as well as greeting all customers in a courteous and professional manner.

Must be able to work independently, self-motivated, reliable and detail oriented. Competitive salary and fringe benefits. Applications will be accepted until January 29, 2021 or until position is filled

Submit your application/resume to Debbie@lcdn.org or fax to (575) 581-0030 EOE