



RedMed Urgent Clinic is seeking a full-time service-oriented individual to serve as the patient's first point of contact in the Arlington, TN clinic.

The successful candidate will be expected to greet and direct patients, maintain accurate patient scheduling, and assist in maintaining a smooth patient flow in the clinic. Although not required, experience in a medical setting is considered a plus. Candidates should also be committed to an emphasis on patient service, the ability to multi-task and act independently, have proven computer proficiency and excellent phone communication skills.

This position offers a competitive wage and an excellent benefits package. Weekly shift includes 12 hours shifts and rotating weekends. All resumes received will be treated confidentially.

Equal Opportunity Employer

Apply on our website at redmedclinic.com/careers

Benefits:

Health Insurance
Paid Time Off
Dental Insurance
Vision Insurance
Life Insurance
Disability Insurance
Employee Discount