

WE ARE HIRING!

Would you like to help us create a healthier community?
If you would like to be a part of a new paradigm in healthcare
where you can actually see people restore their health...

NOW IS YOUR CHANCE!!

Healthy Living Family Chiropractic is in need of a FULL-TIME FRONT DESK SPECIALIST

Since you will be the FIRST impression of our office when patients/clients walk in the door, you MUST be cheerful, friendly, personable, professional, outgoing, wellness-orientated, and possess a strong passion for helping others. Our natural health office is very fast paced and we strive to help as many people as possible attain true health naturally. Because of this, we are looking for someone who will BE enthusiastic about working in a busy office, able to multi-task (be fast and graceful but not looking rushed), remain calm in stressful situations, help patients achieve their health goals and be on purpose with our office! Duties would include, but are not limited to: answering phones, scheduling, sending letters, balancing daily books/deposit, office tidy up, etc. Basic computer skills are a necessity; we will train you in our scheduling software. Attention to detail is of utmost importance! We offer paid training, hourly pay, production games and bonus systems!

AVAILABLE HOURS: 7:30am – 5:30pm Monday through Thursday
Team Meeting from 12:50pm-1:20pm on Thursday
Occasionally one Saturday a month

If You Want To Be a Part of Our Team Answer True or False to the following:

1. You truly like people and enjoy communicating.
2. You take pride in your appearance.
3. Hard work makes you happy.
4. You feel better when you get a lot done.
5. You like to help people.
6. You're interested in learning new things.
7. You're an omnivore and a nonsmoker.
8. You're able to stand for eight hours (on one leg).
9. You have a sense of humor.
10. You know prescription drugs and surgery are not the answer to long term health.
11. You are so optimistic and cheerful your friends get annoyed.
12. You can work part-time flexible hours.

If you answered TRUE to ALL statements above call [309.323.0359](tel:309.323.0359) and leave a message!

We look forward to hearing from you!

