



October 11, 2017

CAS Job Opening:

We are looking for another **part-time receptionist** to join our growing team of compassionate and caring individuals that work here. As a receptionist here, you will be the ambassador of CAS's first impressions on return, new, and prospective patients. It will be your foremost responsibility to compassionately greet all incoming patients and visitors, help them with directions and other appropriate information that they need for their visit. You will be professionally answering phone calls in a polite and helpful manner, scheduling for the team of acupuncturists, and assisting with processing paperwork and payments, while maintaining a high level of confidentiality and respect for each and every person you're helping. As part of our team, you will also be helping with desk duties, keeping the office tidy and clean, filing, and accepting and processing orders, among other supportive tasks.

The successful candidate will be able to work **weekends** and **evenings** and have reliable transportation. They will demonstrate attention to detail, exceptional communication skills, both verbal and written and be tidy in their appearance. The ability to organize, multi-task, problem solve, prioritize and work under pressure in a busy setting will also be important for this role. CAS provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, gender identity, national origin, sexual orientation, age, disability, HIV status, or genetics.

If interested in applying for this position, ask the front desk for a job application and hand deliver it to Gianna with a resume and cover letter, which highlight why you think you'd be a good addition to our team. Applications will be taken on a rolling basis until the position is filled.

Our Mission:

To make acupuncture affordable and accessible to more people so that they can improve the quality of their health and the quality of their lives. In doing this we seek to reflect the values of humility, simplicity, compassionate care, and concern for the common good.

Non-Discrimination Statement:

We work to create a safe and comfortable environment for all members of our community. We welcome people of all genders, sexes, races, colors, incomes, education, national origins, ages, abilities or disabilities, marital statuses, familial situations, religions, HIV Status, sizes and shapes, sexual orientations, and political beliefs and these factors will not be used in the hiring process.

www.cas-olympia.com
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