

VIRTUAL ASSISTANT WANTED

Successful acupuncture and chiropractic practice in northern California seeks Virtual Assistant to provide administrative support. Work from home opportunity!

Administrative duties:

- Respond to phone and email inquiries
- Schedule appointments for new and existing patients
- Verify insurance benefits and follow up on insurance claims
- Complete other administrative tasks as assigned
- Represent the practice with integrity

Administrative qualifications:

- Passionate about alternative healthcare, especially acupuncture
- Detail-oriented, troubleshoots problems
- Proactive, follows through
- Communicate professionally, upbeat attitude
- Technologically savvy

Specifications:

- Independent contractor position
- Schedule is 1-3 hours every Monday, Wednesday, and Friday, possibly more
- Rate starts at \$15/hour (overtime requires preapproval)
- Work from home so reliable cell phone and Internet required

To apply, please email cover letter and resume to info@ahimsawellness.org. Thank you.