



Part-time Office Assistant for Naturopathic Medicine Clinic

Dr. Tara Tranguch, ND, LLC, a Naturopathic Clinic in Woodbury, CT seeks a reliable, organized, efficient, fast-paced, customer-service oriented and health-interested individual for a part-time position as office assistant with desire to grow to role of office manager.

Responsibilities to include:

- Communications management via phone and computer
- Patient scheduling and schedule management
- Appointment management
- Inventory distribution and management
- Vendor communications
- Office organization
- Treatment assistance for Infrared Sauna and Constitutional Hydrotherapy treatments
- Creating marketing (Facebook posts/ monthly email) and patient education materials

Knowledge and skills requested:

- Apple software/hardware
- Tech savvy with ability to learn new software and comfortable with Email/Internet
- Customer service experience in a previous job
- Positive attitude
- Ability to multi-task in a fast paced environment
- Desire to learn
- Interest in naturopathic medicine

Knowledge provided:

- HIPAA training
- Clinic processes
- Treatment operations

This position offers opportunity for growth to office manager.

Starting salary: \$17/hour + 10% off all supplements, botanicals and treatments

Starting hours: Tuesday 10-3; Wednesday 9-2; Thursday 9-2 for training period

Hours will then expand to include: Monday 10-3 and Friday 9-2

To apply, please send one email to hello@drataratranguch.com with:

1. Cover letter and Resume in PDF
2. Link to a Google Doc with three references - provide their contact name, position, email and phone number