



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 ability and desire to take initiative and grow the role of office manager.

Responsibilities to include:

- Communications management via phone and computer
- Patient scheduling and schedule management
- File organization
- Inventory preparation, distribution and management
- Vendor communications
- Office presentation and 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, supportive attitude - cheerleader for the business and its practitioners
- Ability to multi-task in a fast paced environment
- Desire to learn
- Capable of receiving feedback
- Able to work independently
- Interest in naturopathic medicine

Knowledge provided:

- HIPAA training
- Clinic processes
- Treatment operations

This position offers opportunity for growth to office manager for the right person

Starting salary: \$20/hour + 35% off all supplements

Hours: 20 hours/week Mon - Fri

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