

## **EMPLOYMENT OPPORTUNITY from Paun Family Chiropractic & Wellness**

We are a privately owned husband and wife Chiropractic and Wellness practice located in Highland, IN. We have been in practice for 11 years and are looking for a part time (20-25 hours/week) Front desk/Chiropractic Assistant Position. The position will include a combination of office/admin work and helping doctors' care for patients. Examples of job duties include; collecting payments, directing patients where to go next for treatment, and setting up electric stimulation therapy (training provided). Some project management work as well. Pay will be based on experience and will generally start at \$11.00/hr with a re-evaluation at 3-6 months.

These qualities are essential to the position:

- Can do attitude with a willingness to learn
- Strong sense of team with co-workers
- Excellent customer service skills – a people person with a “patient’s first” kind of attitude
- Strong attention to detail, focused

Contact us by email at [Drjoe@paunwellness.com](mailto:Drjoe@paunwellness.com)

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