



# Front Desk Administrator

Hunter Wellness Center, located in Warrensville Heights, is owned and operated by northeast Ohio native Dr. Lamar Hunter and his multi-lingual wife Dr. Valerie Hunter (Telasco). Both doctors are board certified professionals attracting patients from all across the state who are seeking an effective yet holistic and non-invasive approach to treat Neuropathy, Metabolic and Chiropractic conditions. Since the founding of Hunter Chiropractic Wellness Center in 2016, the Hunters have inspired and educated people of all ages to learn the true meaning of health and become active participants in their personal healing journey.

## **A Day In The Life**

- The entire staff of Hunter Wellness Center operates from a genuine concern for the health of others and delights in providing a positive environment for all
- Each employee has the opportunity to grow their career through cross training on different areas in the office while becoming the resident expert for others
- Various touch points amongst staff throughout the day are used for reflection, recognition, and feedback for improvement
- Two-Minute video introduction to Hunter Wellness Center: <https://youtu.be/gdfVfvev9-Y>

## **The Daily Impact You Will Make**

- Answering phones to schedule appointments or answer general questions
- Greeting new patients and other visitors upon arrival to the office
- Checking patients in (mark as arrived) and setting up new patient accounts
- Brighten someone's day with a kind word and smile - lighthearted humor welcomed
- Monitor staff and patient locations in office to ensure smooth flow of services
- Data analysis through beginning and end of shift reporting functions
- Payment collection where required prior to services being rendered
- Maintain appearance and welcoming vibe of lobby area
- Ordering office supplies and organizing deliveries
- Lead team huddle at start of each shift
- Track metrics to prepare for weekly team meetings
- Assist other team members to best serve patients



### **What Skills Will You Bring**

- High School Diploma or equivalent
- Ability to keep sensitive information confidential
- Professional and approachable demeanor
- Well developed written and verbal communication skills
- Eagerness to learn and develop personally
- Embodies integrity, teamwork and reliability daily
- Takes initiative on tasks and asks questions for clarification
- Ability to memorize many things in a short amount of time
- This position does require standing and moving around the office (you will not be sitting behind a desk for long periods of time)

### **Compensation, Perks & Benefits**

- Competitive hourly wage
- Four day work week (Monday - Thursday)
- Office closed on weekends and most major holidays
- Flexible schedule 20-35 hours per week
- Complimentary chiropractic care
- Employee discounts on products sold in office
- Bonus income opportunities

### **Next Steps: Call to Action**

Hunter Wellness Center takes a detailed and highly selective approach to adding new team members including: online application, assessments, in person interview, background & reference checks and a final shadow session. If you would like to be considered for an interview session, submit your application and resume using the link provided.

Visit our website: <https://huntercwc.com/>

Follow us on Facebook: <https://www.facebook.com/hunterchiro>

Follow us on Instagram: <https://www.instagram.com/hunterwellnesscenter/>

Subscribe to our YouTube Channel:

<https://www.youtube.com/@hunterwellnesscenter5301/videos>

For additional questions: [resumehcwc@gmail.com](mailto:resumehcwc@gmail.com)



## Hunter Wellness Center



Website

Directions

Save

Call

4.9 ★★★★★ 333 Google reviews

Medical clinic in Warrensville Heights, Ohio

**Address:** 4635 Richmond Rd Suite 101, Warrensville Heights, OH 44128

**Hours:** Open · Closes 5 PM ▾

**Phone:** (216) 459-7998

### **Equal Opportunity Employment Policy**

*At Hunter Wellness Center, we value a diverse, inclusive workforce and we provide equal employment opportunities for all applicants and employees. All qualified applicants for employment will be considered without regard to an individual's race, color, sex, gender identity, gender expression, religion, age, national origin or ancestry, citizenship, physical or mental disability, medical condition, family care status, marital status, domestic partner status, sexual orientation, genetic information, military or veteran status, or any other basis protected by federal, state or local laws.*

*We also aim to extend this commitment to the partners we work with and the communities we serve. We are constantly listening, learning, and evolving to deliver on these principles. Our culture attracts top talent with shared values and forms the foundation for a great place to work!*