

# LOWER UMPQUA HOSPITAL JOB POSTING

<b>Position</b>	<b>Receptionist/Scheduler</b>
<b>Department</b>	RMC
<b>Status</b>	Full-time
<b>Post Date</b>	May 23, 2017
<b>Date Available</b>	
<b>Close Date</b>	Until filled

**Minimum Requirements:**

Ability to greet public with professionalism and handle stressful situations. Knowledge of computers and other office equipment. Good oral and written communication skills. Prior experience in medical office preferred. Ability to handle confidential information. High school diploma or equivalent required. Graduate of an accredited Medical Office Assistant program preferred.

<b>Contact</b>	Sheri Aasen	<b>Phone Number</b>	(541) 271-2171
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