

LOWER UMPQUA HOSPITAL JOB POSTING

Position	Receptionist
Department	Dunes Family Health Care
Status	Temporary
Post Date	January 8, 2020
Date Available	January 15, 2020
Close Date	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.

Contact	Holly Tavernier, Director of Human Resources	Phone Number	(541) 271-6327
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