Type of Opportunity: Other
City: Towson
State: Maryland

Details: Chesapeake Natural Health Center and Dr. Paul Faust are looking for a candidate to provide general administrative assistance to the Office Manager and Doctor of Naturopathic Medicine. Responsibilities include answering calls, communicating messages between doc and patients, EMR, scheduling, shipping/receiving products, inventory, and basic accounting. 35 hrs/wk, $15/hr, Health Benefits, Vacations, Holidays, No Travel and Employee Discounts. This is a great opportunity to learn about the business of natural healthcare from Maryland's Leader in Integrative Medicine. Must be comfortable with learning various computer software applications. Please send cover letter and resumé to cnhc.resume@icloud.com.

Contact: Paul Fasut, ND
Telephone: 410-821-1788
Email: cnhc@me.com

Posted 09/07/2017