

Medical Receptionist

Salina Family Healthcare Center

As client-facing professionals, our Medical Receptionists play a key role in representing our practice. If you want to make a positive impact by greeting, directing, and scheduling patients, then this full-time position is for you!

A high school diploma is required and one year in a medical office environment is preferred, but not required.

Screening and interviews will be conducted on a rolling basis. Please visit <https://salinahealth.org/careers/> for a complete job description and to apply online. Incomplete submissions will not be considered.

EOE/Background check required.

Employees at SFHC enjoy the following benefits:

- Health/Dental Insurance
 - Paid Time Off
 - 9 Paid Holidays
 - Retirement Plan
- Potential for student loan repayment
 - Plus many more!