

Medical Front Desk Supervisor

Salina Family Healthcare Center

Put your skills, education, and experience to work in a positive environment where you will be appreciated and valued.

The Medical Front Desk Supervisor is responsible for the overview and supervision of patient check-in and check-out, collection of fees, and supervision of the front office, including staff supervision.

Required qualifications include a high school diploma, 3 years' experience in a medical office environment, and 2 years' previous supervisory experience or demonstration of equivalent leadership experience.

Screening and interviews will be conducted on a rolling basis.

Please visit <https://salinahealth.org/careers/> for 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
 - Plus many more!