

## **WANTED: Part-Time Client Ambassador!**

Do you love people? Are you reliable and punctual, and do you have a knack for making people smile? Do you enjoy dressing professionally and taking pride in your appearance? If so, we have the *perfect* part-time opportunity for you! We're looking for a compassionate and organized individual to join our team at Comprehensive Ear & Hearing of Zeeland as a **Client Ambassador**.

### **This isn't just a job; it's a chance to make a real difference in the lives of our community!**

We need someone dependable, enjoys engaging with older adults, and understands the importance of showing up on time and looking the part. This part-time role is 20-25 hours per week.

### **What You'll Be Doing (The Fun Stuff):**

- Greet and welcome patients warmly and professionally (smiles are a must!).
- Schedule and confirm appointments (you're a communication superstar!).
- Answer and direct phone calls.
- Obtain and verify client information, including insurance and demographic details (details matter!).
- Assist clients with check-in and check-out procedures (easy peasy!).
- Collect co-pays and process payments.
- Schedule and coordinate client referrals.
- Maintain client records and confidentiality (like a pro!).
- Perform minor hearing aid repairs (you're so handy!).
- Keep the reception area looking spiffy (clean and organized is our jam!).
- Communicate effectively with patients, families, and team members.
- Actively listen to client concerns and address them appropriately.

### **What You Must Have (Your Superpowers):**

- **Reliability and punctuality are a MUST.**
- **A genuine love and respect for our clients.**
- **A positive, energetic, and fun-loving personality.**
- **Professional appearance and demeanor.**
- High school diploma or equivalent.
- Prior experience in a medical office setting is preferred.
- **Excellent communication and interpersonal skills.**
- **Strong organizational and time-management skills.**
- Proficiency in Microsoft Office Suite (tech savvy is a plus!).
- Ability to work independently and as part of a team (you're a team player!).
- **Strong customer service skills (people love you!).**

### **What We Offer (The Perks!):**

- A rewarding part-time position with flexible hours.

- The chance to build lasting relationships and make a positive impact.
- A fun and supportive work environment.
- The potential for long-term employment for the right person. We're looking for someone who wants to stay with us!
- Competitive salary (we value your skills!).
- Opportunities for professional growth and development (always something new!).

Interested? Send your **resume** and **cover letter**, telling us why this is your dream job, to [DebJBroemer@CompEarHear.com](mailto:DebJBroemer@CompEarHear.com). **We can't wait to meet you!**